

Hanford Elementary School District

SPECIAL BOARD MEETING AGENDA

Wednesday, November 18, 2015

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated October 23, 2015 and October 30, 2015
- b) Approve minutes of Regular Board Meeting October 28, 2015
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$1,200 from Hamilton Parent Teacher Club for Hamilton School
- e) Approve donation of dictionaries from Hanford Rotary to Richmond School

3. INFORMATION ITEMS

- a) Receive for information the Facility Master Plan update from School Works, Inc.
- b) Receive for information a report from the Districts English Learner Advisory Committee (DELAC) May 20, 2015 Meeting (Gomez)
- c) Receive for information the following revised Administrative Regulation: (Terry)
 - AR 5121.1 – Release of Directory Information
- d) Receive for information the following revised Administrative Regulation: (Terry)
 - AR 5145.3 – Nondiscrimination/Harassment
- e) Receive for information the following revised Administrative Regulation: (Terry)
 - AR 5145.7 – Sexual Harassment
- f) Receive for information the following revised Board Bylaw: (Terry)
 - BB 9223 – Filling Vacancies

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

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of E-Rate Form 470 Applications for 2016 (Goldsmith)
- b) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates
- c) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4351.1 – Salary Step Placement and Advancement
- d) Consider approval of negotiated amendments to the 2014-2017 Collective Bargaining Agreement with Classified School Employees Association (CSEA) (Martinez)
- e) Consider approval of the Consultant Agreement with Mangini Associates, Inc. for architectural services for the District Central Kitchen remodel (Mulligan)
- f) Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to perform an asbestos and lead survey prior to the remodel of District Central Kitchen (Mulligan)
- g) Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to perform the Asbestos Hazard Emergency Response Act (AHERA) three year inspection of District facilities (Mulligan)
- h) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3100 – Budget
- i) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3460 – Financial Reports and Accountability

5. PERSONNEL

- a) Employment (Martinez)

Classified

- Emily Edwards, Health Care Assistant – 6.0 hrs., King, effective 11/9/15
- Liliana Lepe, Bilingual Health Care Assistant – 6.0 hrs., Simas, effective 11/9/15
- Christopher Martin, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 10/21/15
- Janet Pelayo, Bilingual Health Care Assistant – 6.0 hrs., Monroe, effective 11/2/15
- Sarai Rivera, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/28/15
- Marlyn Sanchez-Ibarra, Bilingual Health Care Assistant – 6.0 hrs., Hamilton, effective 11/2/15

Temporary Employees/Substitutes/Yard Supervisors

- Kayla Bauer, Short-term Yard Supervisor – 1.25 hrs. (M,T,Th,F) and 1.0 hr. (W), Monroe, effective 10/21/15 to 12/11/15
- Iban Castaneda, 7-8 Boys Soccer Coach, Wilson, effective 11/9/15 to 2/9/15
- Mellissa Carpentieri, Substitute READY Program Tutor, effective 11/4/15
- Torrey Edwards, 7-8 Girls Basketball Coach, Kennedy, effective 11/9/15 to 2/9/16
- Arely Galvan Martinez, Short-term Babysitter – 3.0 hrs. (W), King, effective 11/4/15 to 5/18/16
- Alfredo Jimenez, 7-8 Boys/Girls Wrestling Coach, Kennedy, effective 11/9/15 to 1/30/16
- Grace Perez, Yard Supervisor – 1.5 hrs., Hamilton, effective 11/30/15

Temporary Employees/Substitutes/Yard Supervisors (Cont.)

- Carmen Aurora Pimentel, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/21/15 to 12/11/15
- Kaylee Purdy, Substitute READY Program Tutor, effective 10/21/15
- Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 11/4/15
- Jamie Souza, Substitute Yard Supervisor, effective 10/15/15
- Vincent Uribe, 7-8 Boys/Girls Wrestling Coach, Wilson, effective 11/9/15 to 2/9/16

Short-term Employment

CERTIFICATED MANAGEMENT STAFF – Extended Learning Opportunities

- Jennifer Pitkin, Administrator, K-2 Winter Intercession Program, effective 1/4/16 through 1/8/16 (5 days).

CERTIFICATED STAFF – Extended Learning Opportunities

K-2 Winter Intercession Program 01/04/16 – 01/08/16

- Cara Cummings, Nurse – 5.5 hours per day for 2-1/2 days plus 2 hours of preparation
- Christina Gonzales, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Ruth Hernandez, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Sarah Lackey, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Andrew Martinez, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Stephanie Tatro-Parks, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Nina Schaffer, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Kathleen Salyer, Nurse – 5.5 hours per day for 2-1/2 days plus 2 hours of preparation

b) More Hours

- Terri Fredrick, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 11/2/15
- Rosemarie Rodriguez, Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Washington, effective 11/2/15

c) Leave of Absence

- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 10/12/15 to 12/15/15, medical
- Maribel Garcia, Food Service Worker I – 3.0 hrs., Monroe, effective 11/17/15 to 6/3/16, baby bonding
- Eulalia "Lolly" Olvera-Barron, Yard Supervisor – 3.5 hrs., Richmond, effective 11/2/15 to 11/30/15, medical

d) Volunteers

<u>Name</u>	<u>School</u>
Jessica Ruiz	Hamilton
Sharlene Bogan	Jefferson
Adriana Castaneda	Jefferson
Araceli Duarte	Jefferson
Joe Hinojosa	Jefferson
Valerie Hinojosa	Jefferson
Marlar Schmitt	Jefferson
Melinda Gonzalez	King
Minerva Lopez	King
Laura Terra	King
Jessica Bateman	Lincoln
Michael Hopson	Lincoln
Joeline Luna	Lincoln
Todd Fredrickson	Monroe
Mollyann Ochoa	Monroe
Cristina Solorio	Richmond
Valerie Valles	Roosevelt
Cynthia Silva	Simas
Alyssa Baez	Washington
Richard LaRue	Washington
Sara Lassley	Washington
Heather Muela	Washington
Anita Moorman	Washington
Anita Yager	Washington

6. FINANCIAL

- a) Consider approval of Resolution #7-16: Revision of 2015-2016 Budget (Endo)
- b) Consider approval to purchase Apple products from Apple Inc.'s piggyback bid issued by Glendale Unified School District (Endo)

7. FUTURE ITEMS

- a) Set date for Annual Organizational Meeting: December 9, 2015.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 11/03/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/18/2015

ITEM: Approval of warrants

PURPOSE: The administration is requesting the approval of the warrants listed on the registers dated: 10/23/15 and 10/30/15.

FISCAL IMPACT: See attached.

RECOMMENDATIONS: Approve the warrants.

Hanford Elementary School District
Minutes of the Regular Board Meeting
October 28, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 28, 2015 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, and Hill were present. Trustee Revious was absent.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
 - Conference with Labor Negotiator (GC 54957.6) - CSEA
- Open Session** Trustees returned to open session at 5:57 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, Julie Pulis, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jill Rubalcava, Liz Simas, and Nancy White.
- Expulsion #16-02** Trustee Hernandez made a motion to accept the Findings of Fact and expel case #16-02 for the remainder of the 2015-16 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held October 27, 2015. Parents may apply for readmission on or after June 3, 2016. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
- Expulsion #16-05** Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #16-05 for the remainder of the 2015-16 school year for violation of Education Code 48915 as determined by the Administrative Panel at a Hearing held October 27, 2015. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 3, 2016. Trustee Hill seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
- Public Comments** None

Board and Staff Comments Superintendent Terry stated Friday will be bitter-sweet as it is Nancy White's last day. She will be missed dearly. It has been a satisfying partnership. She is talented and caring which benefited mostly the students.

Nancy White stated she is appreciative for her work and career with the District. The management team is very supportive. She is grateful for being a part of the District's growth and accomplishments.

President Garner stated Nancy White will be missed and her knowledge makes her very valuable. She has always known what was best for the students. She has set a great foundation for David Endo and the team.

Requests to Address the Board

None

Dates to Remember

President Garner reviewed dates to remember: Holiday November 11th; Jr. High Wrestling Tournament November 21st at 9:00 a.m.; Special Board Meeting November 18th at 5:30 p.m.; Parent Conferences November 23rd – 24th.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "f" together. Trustee Hill seconded; motion carried 4-0:

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

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

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

The items approved are as follows:

- a) Warrant listings dated 10/9/15 and 10/16/15.
- b) Minutes of Regular Board Meeting October 14, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$5,850.89 from Jefferson Parent Teacher Club to Jefferson Charter Academy.
- e) Donation of \$200 from Washington Parent & Teacher Club to HESD.
- f) Donation of \$2,200 from Washington Parent & Teacher Club to HESD.

INFORMATION ITEMS

- Quarterly Williams Reports** Superintendent Terry reported to the Board that the District received no Williams Complaints for the last quarter (4/1/15 – 6/30/15) of the 2014-15 school year and first quarter (7/1/15 – 9/30/15) of the 2015-16 school year.
- BP/AR 3100** Nancy White, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 3100 – Budget
- BP/AR 3460** Nancy White, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 3460 – Financial Reports and Accountability
- BP 4121.2** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:
- BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates
- BP 4351.1** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:
- BP 4351.1 – Salary Step Placement and Advancement
- Tentative Agreement CSEA** Jaime Martinez, Assistant Superintendent Human Resources, presented for information the Tentative Agreement between the Hanford Elementary School District (HESD) and California School Employee Association (CSEA) for 2015-16 contract re-openers.

BOARD POLICIES AND ADMINISTRATION

- Consult Contract** Trustee Garcia made a motion to approve consultant contract with Children's Storybook Garden & Museum. Trustee Hill seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
- BP/AR 5148** Trustee Hill made a motion to approve revised Board Policy and Administrative Regulation 5148 – Child Care and Development. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Hill - Yes
- BP 5148.2** Trustee Garcia made a motion to approve revised Board Policy 5148.2 – Before/After School Programs. Trustee Hill seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes

Hill - Yes

AR 5148.2 Trustee Garcia made a motion to approve revised Administrative Regulation 5148.2 – Before/After School Programs. Trustee Hill seconded; motion carried 4-0:

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

AR 1330 Trustee Garcia made a motion to approve revised Administrative Regulation 1330 – Use of School Facilities. Trustee Hill seconded; motion carried 4-0:

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

AR 3514.2 Trustee Hill made a motion to approve revised Administrative Regulation 3514.2 – Integrated Pest Management. Trustee Hernandez seconded; motion carried 4-0:

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

AR 4161.8, 4261.8, 4361.8 Trustee Garcia made a motion to approve revised Administrative Regulation 4161.8, 4261.8, 4361.8 – Family Care and Medical Leave. Trustee Hill seconded; motion carried 4-0:

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

PERSONNEL

Trustee Hill made a motion to take Personnel items “a” through “g” together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Hill then made a motion to approve Personnel items “a” through “g”. Trustee Hernandez seconded; the motion carried 4-0:

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

***Item "a" –
Employment***

The following items were approved:

Temporary Employees/Substitutes/Yard Supervisors

- Steven Cabral, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 11/2/15 to 12/1/15
- Amanda Chandler, Yard Supervisor – 1.75 hrs., Roosevelt, effective 10/19/15
- Rubi Cortez, Substitute Yard Supervisor, effective 10/7/15
- Alma Flores Mireles, Substitute Food Service Worker I/II and Yard Supervisor, effective 10/13/15
- Cedric Harbor, Short-term Yard Supervisor – 1.0 hrs., Roosevelt, effective 10/19/15 to 12/1/15
- Christina Horn, Short-term Yard Supervisor – 1.75 hrs., Lincoln, effective 10/19/15 to 12/1/15
- Christina Jenkins, Yard Supervisor – 2.0 hrs., Monroe, effective 10/19/15
- Jamie Jordan, Yard Supervisor – 2.5 hrs., Simas, effective 10/19/15
- Guadalupe Lopez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 10/19/15 to 12/1/15
- Sherry Miller, Short-term yard Supervisor – 3.0 hrs., Lincoln, effective 10/19/15 to 12/1/15
- Crystal Muñoz, Short-term Yard Supervisor – 1.5 hrs., King, effective 11/2/15 to 12/1/15; Short-term Babysitter – 3.0 hrs. (W only), King, effective 10/14/15 to 5/18/16
- Selene Oakes, Substitute Yard Supervisor, effective 10/7/15
- Stacey Paez, Yard Supervisor – 1.5 hrs., Roosevelt, effective 11/2/15
- Lesley Walker-Flores, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 10/5/15 to 12/18/15
- Patricia "Kathie" Woughter, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 10/19/15 to 12/1/15
- Sandra Virden, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 10/19/15 to 12/1/15

***Item "b" –
Resignations***

- Raymond Enriquez II, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/30/15

***Item "c" –
Terminations***

Terminations – Failure to Complete Child Abuse Training by Deadline

- Gloria Cabler, Substitute Clerk Typist II and Yard Supervisor, effective 1/26/15
- Doreen Champlin, Substitute Clerk Typist II, effective 5/28/15
- Patricia Conchas, Substitute Bilingual Aide I; READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 8/24/14
- Patricia De Ochoa, Substitute Clerk Typist II, effective 9/5/14
- Clara Flenoid, Substitute Food Service Worker I, effective 8/24/13
- Ana Fregoso, Substitute Bilingual Clerk Typist I, Clerk Typist I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 12/12/14
- Zujey Garcia Zavala, Substitute Clerk Trainee, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 4/23/15
- Brittni Gingras, Substitute READY Program Tutor, effective 3/5/15
- John Gonzales, Substitute Custodian I, Groundkeeper I, Maintenance Worker I and Warehouse/Reprographic and Mail Technician, effective 4/22/13
- Sarah Henshaw, Substitute Yard Supervisor, effective 9/3/15
- Michael Hernandez, Substitute Custodian I, effective 11/5/14
- Aaron Johnston, Substitute Custodian I and Groundskeeper I, effective 3/18/15
- Patricia Mejia, Substitute Food Service Worker I, effective 6/7/12

***Item "c" –
Terminations
(Cont.)***

- Megan Morse, Substitute READY Program Tutor, effective 5/4/15
- Timothy Olson, Substitute Custodian II, effective 12/19/14
- Sylvia Soto, Substitute Babysitter, Yard Supervisor, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 6/4/15
- Andrea Taylor, Substitute Ready Program Tutor and Yard Supervisor, effective 6/4/15
- Khethmany Tibbets, Substitute Educational Tutor K-6, READY Program Tutor and Yard Supervisor, effective 6/5/15
- Claudia Torres, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 8/15/14.
- Maria Villa, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 6/4/15

***Item "d" –
More Hours***

- Amanda Chandler, Short-term yard Supervisor, from 1.5 hrs. to 1.75 hrs., Roosevelt, effective 9/28/15 to 10/16/15

***Item "e" – Leave
of Absence***

- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 9/28/15 to 10/16/15, medical
- Carolina Ortega de Garcia, Bilingual Clerk Typist II – 5.0 hrs., Monroe, effective 11/3/15 to 11/27/15, baby bonding

***Item "f" –
Salary/Wage
Schedules***

- 2015-16 Non-Represented Part-Time Employee Wage Schedule (revised)

***Item "g" –
Volunteers***

<u>Name</u>	<u>School</u>
Crystal Aldama	Hamilton
Melvin Cummings	Hamilton
Christine Daugherty	Hamilton
Marleny Angulo	Jefferson
Michael Herrera	Jefferson
Renee Nielsen	Jefferson
Sharon Ramseier-Williams	Jefferson
Alma Barajas	King
Leah Patrick	Lincoln
Monica Ramirez De Silva	Lincoln
Claudio Silva	Lincoln
Jade Barber	Monroe
Tiffany Gomez	Monroe
Dorothy Johnson	Monroe
Ashley Leskanic	Monroe
Melinda Martinez	Monroe
Silvia Villegas Estevez (HESD Employee)	Richmond
Jillian Amaro	Simas
Susana Gonzales	Simas
Tasia Munn	Simas
Sonia Rodriguez	Simas

FINANCIAL

- Consultant Contract** Trustee Garcia made a motion to approve consultant contract with Demsey, Filliger and Associates for an updated actuarial study for Retiree Health Benefits as required by GASB 45. Trustee Hill seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Demsey, Filliger and Associates for an updated actuarial study on the District's Self-Funded Dental Plan. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
- Resolution #5-16: CUPCCAA** Trustee Garcia made a motion to adopt Resolution #5-16: California Uniform Public Construction Cost Accounting Act (CUPCCAA). Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
- Adjournment** There being no further business, President Garner adjourned the meeting at 6:19 p.m.
- Respectfully submitted,
- Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-176	A	Wilson	Lakeside	11/09/2015
I-177	A	Jefferson	Lakeside	11/09/2015
I-178	A	JFK	Lakeside	11/09/2015
I-179	A	CDS	Pioneer	11/09/2015
I-180	A	Monroe	Pioneer	11/09/2015
I-181	A	Monroe	Pioneer	11/09/2015
I-182	A	Jefferson	Kings River	11/09/2015
I-183	A	Jefferson	Kings River	11/09/2015
I-184	A	Jefferson	Kings River	11/09/2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

DATE: 11/5/15

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 18, 2015

ITEM: Consider approval of donations to Hamilton School from:

- Hamilton Hornets Parent Teacher Club in the amount of 1200.00

PURPOSE: Monies from Hamilton PTC are to be used to reimburse the school for the purchase of pride wear, peer mediator vests and jog-a-thon items.

FISCAL IMPACT:

Increase of \$1200.00 to account #0100-0000-0-1110-1000-430001-029-0000.

RECOMMENDATION: Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: 11/04/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Donation of dictionaries from Hanford Rotary**PURPOSE:** To make available for 3rd grade student use.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Please Accept

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: November 9, 2015

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

FOR: (X) Information
() Action

Date you wish to have your item considered: November 18, 2015

ITEM:

Facility Master Plan update from School Works, Inc.

PURPOSE:

School Works, Inc. will present an update to the demographic and enrollment projections presented to the Board on September 14, 2015. In preparation of a 10-year Facility Master Plan for HESD.

FISCAL IMPACT:

None.

RECOMMENDATION:

No action required.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez
DATE: October 28, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) May 20, 2015 meeting.

PURPOSE: The DELAC advises the board on the educational programs and services for English learners, the Local Control Accountability Plan, and the district's annual needs assessment.

FISCAL IMPACT: DELAC is a requirement of the Local Control Funding Formula along with Title I and Title III funding.

Hanford Elementary School District



Hanford Elementary School District (HESD) District English Language Advisory Committee Meeting Report to the Board of Trustees

Date of Meeting: May 20, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

1. Purpose of Meeting: To advise the Governing Board on Administration of the annual Language Census Report; to review and comment on the written notifications required to be sent to parents and guardians; to advise the governing board on Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements; to advise the governing board on the establishment of district program, goals, and objectives for programs and services for English learners

2. The DELAC received information on the following topics:
 - Local Control Accountability Plan (LCAP)
 - Achievement of EL students
 - The District-wide Needs Assessment (Title I Evaluation)
 - The Title III Action Plan
 - The District's designated English Language Development Program (EL Achieve)
 - The Consolidated Application for Funding
 - The District's parent involvement policy (BP6020)
 - The School Family Compact
 - The Annual Language Census
 - Required notifications to parents/guardians

3. The DELAC made the following recommendations:
 - Make the achievement of EL students in all content areas a standing DELAC agenda item.
 - Add instructional coaches focusing on mathematics, and on the integration of technology into ELA and math instruction, for the 16-17 school year.
 - Expand after-school instruction for EL students, funded with Title III, to all schools for 15-16. (In the current year EL students at Lincoln, King, Roosevelt, and Richmond receive this instruction.)
 - Explore the possibility of a parent outreach/education center that is not located on a school site. The DELAC recommends that this site be centrally located with access to CART (local bus) transportation.
 - The DELAC recommends that the Board of Trustees approve the Consolidated Application for Funding.
 - The DELAC recommends no changes to the district's Title I parent involvement policy (BP6020).
 - The DELAC recommends further study of the School Family Compact with revisions to be made in 15-16.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: November 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Receive the following revised Administrative Regulation for information:

- AR 5121.1 – Release of Directory Information

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

FISCAL IMPACT: None

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

Hanford ESD

Administrative Regulation

Release Of Directory Information

AR 5125.1
Students

Definition

Directory information means information contained in ~~a student record~~ that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (~~34 CPG 99.3~~; Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email; address
5. Date; ~~telephone number~~; ~~electronic mail address~~; ~~date~~ of birth
6. Major field of study
7. Participation record ~~and~~; ~~participation~~ in officially recognized activities and sports
8. Weight; ~~weight~~ and height of athletic team members
9. Dates; ~~dates~~ of attendance
10. Degrees; ~~degrees~~ and awards received
11. Most; ~~most~~ recent previous school attended;

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known~~know~~ or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the ~~school or~~ district plans to release, and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

Parent/Guardian Consent

No directory information of a student identified as a homeless child or youth as defined in 42 USC 1143a shall be released, unless the parent/guardian, or the student if he/she is 18 years old, has provided written consent that directory information may be released. For any other student directory~~Directory~~ information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

~~(cf. 4119.23/4219.23/4319.23 - Unauthorized~~completes the "Refusal for Release of Confidential/Privileged~~Directory~~ Information)

~~(cf. 9011 - Disclosure of Confidential/Privileged Information" form. (Sch-012) (Education Code 49073)~~

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: November 6, 2002

revised: August 28, 2006

revised: June 13, 2012

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: November 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Receive the following revised Administrative Regulation for information:

- AR 5145.3 – Nondiscrimination/Harassment

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

FISCAL IMPACT: None

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

Hanford ESD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3

Students

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Director of Special Services
714 N. White Street
Hanford, CA 93230
(559) 585-3617

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public posting and post them on the district's web site and other prominent locations and providing easy access ~~that are easily accessible to them~~ through district-supported social media, when available. ~~students.~~ (Education Code 234.1)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation,

or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under

state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's

needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with

his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: August 13, 2014 Hanford, California

revised: April 8, 2015

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: November 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Receive the following revised Administrative Regulation for information:

- AR 5145.7 – Sexual Harassment

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

FISCAL IMPACT: None

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

Hanford ESD

Administrative Regulation

Sexual Harassment

AR 5145.7

Students

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent, Special Services
P.O. Box 1067
714 N. White Street
Hanford, CA 93232
(559) 585-3600

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As

appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, ~~including school web sites~~ (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: May 16, 2001 Hanford, California
 revised: August 22, 2012
 revised: April 8, 2015
 revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: November 10, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 18, 2015

ITEM: Receive the following revised Board Bylaw for information:
• BB 9223 – Filling Vacancies

PURPOSE: The following Board Bylaw reflect changes (see underline and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to the State and Federal law mandates changes and Education Code changes.

FISCAL IMPACT: None

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

Hanford ESD

Board Bylaw

Filling Vacancies

BB 9223

Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board ~~of Trustees~~ may occur ~~by a failure to elect or~~ for any of the following events:

1. The death of an incumbent: (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term: (Government Code 1770)

3. A Board member's resignation: (Government Code 1770)

—A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. ~~Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)~~

—A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall ~~(Government Code 1770; Elections Code 11384; Government Code 1770)~~

5. A Board member's ceasing to be ~~a/an inhabitant of the state or~~ resident of the district: (Government Code 1770)

—A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state for more than 60 days, except in~~beyond the following situations: period allowed by law without the permission required by law.~~ (Government Code 1064, 1770)

~~——— No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)~~

- a. Upon ~~business of the school~~ district business with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

~~d. ——— In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.~~

~~(cf. 9250 — Remuneration, Reimbursement and Other Benefits)~~

- 7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by ~~illness~~sickness or when absent from the state with the permission required by law. (Government Code 1770)

- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770, 3000-3003)

- 9. A Board member's refusal or neglect to file his/her required oath ~~or bond~~ within the time prescribed. (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

- 10. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)

~~1111. The making of an order vacating a Board member's office or declaring the office vacant~~

~~when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)~~

12. A Board member's commitment to a hospital or sanitarium ~~by a court of competent jurisdiction~~ as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction; in which case this event, the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328~~1770~~)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs ~~within less than~~ four months ~~of before~~ the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs longer than four ~~or more~~ months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. ~~-(Education Code 5093)~~

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When ~~authorized by law to the special election described above is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)~~

~~In order to fill a vacancy on~~ draw from the Board ~~largest possible number of candidates,~~ the Board shall advertise in the local media to solicit candidate applications or nominations. ~~-~~ A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the~~9220- Board of Trustees Elections~~)

~~(cf. 9323.2 - Actions by the Board)~~

~~In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.~~

~~(cf. 9220 - Board of Trustees Elections)~~

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent ~~of Schools~~ within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections
 5090-5095 Vacancies
 5200-5208 Districts governed by boards of education
 5300-5304 Elections
 5320-5329 Order and call of election
 5340-5345 Consolidation of elections
 5360-5363 Election notice
 5420-5426 Cost of elections
 5440-5442 Miscellaneous provisions, elections
 35107 Eligibility of board members
 35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections
 11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state
 1770 Vacancies: definition
3000-3003 Forfeiture of office
 3060-3075 Removal other than by impeachment
 6061 One time notice
 54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:

http://ageaag-state.ca.gov/us/opinions/quo_warranto.php.htm

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised: February 9, 2005

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Dr. Paul Terry
FROM: David Goldsmith
DATE: November 4, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: November 18, 2015

ITEM: E-Rate Form 470 Applications for Year 2016

PURPOSE: Hanford Elementary School District's Information Systems office would like to file applications for Year 2016 Federal E-Rate funding discounts for the following services and/or projects:

1. Next-Generation Firewall internet security system
2. Network cabling upgrades at DSF core – fiber optic cable installation

Upon receipt of bids for these services, vendors will be selected and selections brought to the Board for approval at a future Board meeting.

FISCAL IMPACT: None

RECOMMENDATION: Approve filing of applications.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: November 9, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 18, 2015**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes that are necessary to align the home instruction teacher pay to the current Certificated Teacher Salary Schedule.

- BP 4121.2 – Certificated Substitute and temporary Teacher Pay Rates (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Certificated Personnel

BP 4121.2

CERTIFICATED SUBSTITUTE AND TEMPORARY TEACHER PAY RATES**Substitute Teachers****Day-to-Day Substitutes**

	<u>Pre-K</u>	<u>K-6</u>	<u>7-8</u>
1 st through 30th consecutive instructional day in same assignment	\$50.00/ ½ day	\$100/day	\$110/day

Long-Term Substitutes: More than 30 consecutive instructional days in same classroom/assignment. At the conclusion of the initial long-term assignment, substitute may be considered for continuance of the long-term rate at the discretion of the District.

	<u>Pre-K</u>	<u>K-6</u>	<u>7-8</u>
Regular (Preliminary or Clear) K-8 Credential	\$ 90/ ½ day	180/day	\$190/day
Long-term Substitute Emergency Permit		\$160/day	\$170/day

Home Instruction

~~\$30.00/hour~~ Average Hourly Rate (AHR) based on the Certificated Teacher Salary Schedule

Substitute Nurses

Mutually acceptable per diem rate.

The Superintendent or designee shall develop administrative regulations to implement this policy and pay procedures.

Policy

adopted: November 15, 2000

revised: October 16, 2002

revised: August 24, 2005

revised: January 20, 2010

revised: December 10, 2014

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: November 9, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 18, 2015**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes that are necessary to align with current practices.

- BP 4351.1 – Salary Step Placement and Advancement (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Supervisory and Confidential Personnel

SALARY STEP PLACEMENT AND ADVANCEMENT

A. Initial Placement

1. Initial salary step placement of a new or promoted employee on the salary schedules for management, supervisory, and confidential employees shall normally be at Step 1 of the appropriate salary range. Previous in-district and verified outside experience in a similar capacity may be considered on a year for-year basis for advanced step placement up to and including Step 3 of the appropriate salary range if approved by the Superintendent or designee.
2. Initial step placement at Steps 2 through 5 of a candidate without experience, or at Steps 4 or 5 of a candidate with experience, shall be approved only under the following conditions:
 - a. To match the salary earned by a candidate in his/her current position if that is a condition of the candidate's acceptance of employment in the position offered by the district and no equally qualified candidate is available to fill the position at a lower salary. The Superintendent or designee shall verify that the current salary of the candidate exceeds Step 1 of the district's salary range for the position offered.
 - b. To meet the salary requirement of a qualified candidate for a position in a specialty for which there is a shortage of qualified applicants in the market and no equally qualified candidate is available to fill the position at a lower salary.
 - c. To provide a promotional candidate with a salary improvement above his/her current salary if that salary is lower than Step 5 of the promotional position salary range.
 - (1) An employee whose promotion is to be effective before one-half of the duty days assigned to the promotional position has elapsed (eligible for step advancement on July 1) shall, at the time of promotion, be placed on the Step that provides a 4% improvement over the salary he/she would have earned in his/her current position.
 - (2) An employee whose promotion is to be effective after one-half of the duty days assigned to the promotional position has elapsed (not eligible for step advancement on July 1) shall be placed on the Step that provides a 4% improvement over the salary he/she would have earned in his/her current position on July 1 of the ensuing fiscal year.
 - (3) Comparisons of salaries shall be based on annual base salaries as reflected on the appropriate salary schedules without regard to number of work days, previous or future stipends, or potential

salary increases due to cost-of-living adjustments (COLA) not yet approved by the Board at the time of the effective date of the promotion.

B. Step Advancement

A one-step advancement on the salary range shall be granted effective with the first work day of each fiscal year for employees who were hired or promoted during the previous fiscal year and were in paid status for more than one-half of the duty days assigned to their positions during the previous fiscal year.

C. Interns and Interim Appointments

1. Administrative Interns shall advance to the salary range of the appropriate position in accordance with the following schedule:
 - a. Effective at the beginning of the contracted work year if the credential requirements for the position have been met on or before September 12 of that year; or
 - b. Effective February 1 if the credential requirements for the position have been met by February 10.
2. Certificated employees appointed on an interim or substitute basis to an administrative position shall be paid the following: ~~at 95% of Step 1 of the appropriate range on the management salary schedule or at 105% of their regular position salary, whichever is higher.~~

Current Certificated Administrators will be paid at the step which corresponds to their current step placement for the position in which they will be serving on an interim or substitute basis.

Current Certificated Non-Management employees will be provided with an 8% pay increase to their daily rate.

Outside employees will be paid commensurate with their qualifications and experience with Superintendent approval.

D. Bilingual Stipend for Confidential Employees:

An employee who is required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a bilingual stipend of \$400 per year or the prorated amount for less than a year.

Policy

adopted: March 5, 1997

revised: November 7, 2001

revised: August 20, 2008

revised: February 26, 2014

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: November 8, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 18, 2015**

ITEM: Hear public comments and consider approval of negotiated amendments to the 2014-2017 Collective Bargaining Agreement with Classified School Employees Association (CSEA).

PURPOSE: To meet the public hearing requirements of Government Code Section 3547, and authorize implementation of the negotiated amendments to the CSEA contract.

The amendments were ratified by the Employees' Association on October 21, 2015. Sunshining of the Amendments began October 28, 2015.

FISCAL IMPACT: The Costs of the negotiated contract amendments and funding sources were disclosed at the October 28, 2015, regular Board meeting.

RECOMMENDATION: Hear public comments and approve amendments.

Tentative Agreement – October 15, 2015
2015-2016 Negotiations with CSEA

ARTICLE 22: HEALTH AND WELFARE BENEFITS

A. Regular Employees Working Six (6) Hours or More

1. For each Bargaining Unit member employed in a position assigned thirty (30) hours or more per week, excluding extra-/overtime hours, the District shall provide the following health and welfare benefits to the employee and his/her eligible dependents, effective as follows:

- a. **New employees:** On the first day of the month following the first day of active duty.
- b. **Employees in the District whose eligibility results from an increase in hours:**

If the assignment begins in the current school year, on the first day of the month following appointment to and acceptance of the position, regardless of the date the employee actually assumes the duties of his/her new position.

If the assignment begins the next school year, benefits will begin the 1st of the month following the first day of active duty in the new school year.

- c. Provision of the above benefits is contingent upon timely submission of completed enrollment forms by the employee to the Human Resources Department. Participation shall not be available on a retroactive basis if enrollment forms are not submitted prior to the first of the month for which eligibility was determined.

2. **The health and welfare benefits shall include the following:**

- a. **Medical Insurance:**

Preferred Provider Medical Program. The benefits of the plan shall fully conform to specifications presented to and agreed upon by the Union during discussions leading to agreement on this provision.

The Bargaining Unit may select a different medical and/or prescription insurance plan for its members, effective October 1 of each year, unless

a specific year is stipulated, from alternatives available with current plan provider and submitted by the District to CSEA by June 1 of each year, unless a specific year is stipulated, provided the Bargaining Unit has ratified the change and notified the Human Resources Department by the deadline date provided in accordance with the Medical Plan Administrator guidelines. CSEA shall select three (3) plan designs from those available through the plan provider. In addition, the District and CSEA will mutually agree on the fourth plan design from those available through the plan provider. It is specifically agreed that, should CSEA fail to notify the District of a medical and/or prescription drug plan change by such deadline of each year, eligible Bargaining Unit members shall remain covered by their current medical and prescription drug plans as available through the current plan provider. Benefit changes will become effective the first day of any month following the applicable waiting period, as specified in the Plan Administrator guidelines.

b. **Dental Insurance:**

A District Self-Funded Incentive Dental Plan for employees and eligible dependents, featuring a scale of 70 - 100% payment of reasonable and customary fees for covered services. Effective October 1, 2001, the maximum annual benefit for each individual covered by this insurance shall be Two Thousand Dollars (\$2,000).

c. **Vision Insurance:**

A Vision Plan for the employee and eligible dependents, paying for authorized service on the basis of a schedule for eye examination, glass lenses, and frames.

d. **Life Insurance:**

A \$50,000 Basic Life Insurance Plan (plus Accidental Death and Dismemberment Plan) paying on the death of an employee under age 65, from any cause authorized by the plan provider, the amount of \$50,000 to the beneficiary named by the employee. Employees over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established

by the insurance company. During an unpaid leave for any reason, life insurance will be discontinued (per the insurance company). Employees have the option to convert to an individual plan.

3. Eligible spouses and dependents who have medical, dental, and/or vision insurance benefits through employment other than the District shall use benefit plans from their employment as primary coverage.
4. Effective November 1, 2015, ~~t~~The maximum annual District contribution toward the total premiums for the above benefits shall be Eleven Thousand Three Hundred Seventy-Two Dollars and Zero Cents (\$11,000) (\$11,372) per employee, ~~for the benefit plan year (October 1 through September 30).~~
5. Monthly payroll deductions shall begin with the October (i.e. the first month of the plan year) ~~pay warrant of the first fiscal year~~ for which total health benefit plan costs exceed the maximum District contribution, and shall be for the difference between the monthly total costs and the monthly maximum District contribution as defined above.

B. Regular Employees Working Three (3) But Less than Six (6) Hours

1. The District agrees to provide the following health and welfare benefits to each Bargaining Unit member employed in a position assigned at least fifteen (15) but less than thirty (30) hours per week, excluding extra-/overtime hours, and for a scheduled work year of nine (9) months of contracted working days or more per fiscal year. Each qualified employee will begin coverage as follows:
 - a. **New employees:** On the first day of the month following the first day of active duty.
 - b. **Employees in the District whose eligibility results from an increase in hours:**
 If the assignment begins in the current school year, on the first day of the month following appointment to and acceptance of the position, regardless of the date the employee actually assumes the duties of his/her new position.

If the assignment begins the next school year, benefits will begin the 1st of the month following the first day of active duty in the new school year.

- c. Provision of the above benefits is contingent upon timely submission of completed enrollment forms by the employee to the Human Resources Department. Participation shall not be available on a retroactive basis if enrollment forms are not submitted prior to the first of the month for which eligibility was determined.

2. The health and welfare benefits shall consist of the following coverage:

a. Dental Insurance:

A District Self-Funded Incentive Dental Plan for employees and eligible dependents, featuring a scale of 70 - 100% payment of reasonable and customary fees for covered services. Effective October 1, 2001, the maximum annual benefit for each individual covered by this insurance shall be Two Thousand Dollars (\$2,000).

b. Vision Insurance:

A Vision Plan for the employee and eligible dependents, paying for authorized service on the basis of a schedule for eye examination, glass lenses, and frames.

c. Life Insurance:

A \$50,000 Basic Life Insurance Plan (plus Accidental Death and Dismemberment Plan) paying on the death of an employee under age 65, from any cause authorized by the plan provider, the amount of \$50,000 to the beneficiary named by the employee. The District contribution to the premium for life insurance benefits shall be 100% of the cost.

Employees over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established by the insurance company. During an unpaid leave for any reason, life insurance will be discontinued (per the insurance company). Employees have the option to convert to an individual plan.

3. Eligible spouses and dependents who have dental and/or vision insurance benefits through employment other than the District shall use benefit plans from their employment as primary coverage.
4. Effective November 1, 2015, ~~t~~The maximum annual District contribution toward the total premiums for the above benefits shall be One Thousand Two Hundred and ~~Sixty-One~~ Ninety-Seven Dollars and Thirty-Two Cents ~~(\$1,261.32)~~ (\$1,297.32). Monthly payroll deductions shall begin with the October (i.e., first month of the plan year) ~~pay warrant of the first fiscal year~~ for which total health benefit plan costs exceed the maximum District contribution, and shall be for the difference between the monthly total costs and the monthly maximum District contribution as defined above.

C. Retirees

1. Effective July 1, 2007, for retirees under age 65 meeting the following criteria, the District will contribute one hundred percent (100%) of the maximum contribution for active employees toward the premium for the current District plan for medical and dental coverage only for the employee and dependents for a period of ten (10) years or until reaching age sixty-five (65), whichever comes first:
 - a. Thirteen (13) consecutive years of service; and
 - b. Participating in the District group medical insurance program as in Section A.2.a. above at the time immediately prior to retiring; .
 - c. Age fifty-five (55) or older but not older than 64; and
 - d. Sign up for the appropriate plan immediately upon retirement without a break in coverage; and
 - e. Timely payment by retiree of his/her share of the premium as required by the District as a condition to remain eligible for this benefit.
2. Retirees who participated in the District's medical insurance program in accordance with Section 1. above who don't meet the service requirement, or who are 65 or older, will be allowed to continue their medical and dental insurance benefits at no cost to the District. Eligible retirees must pay the full

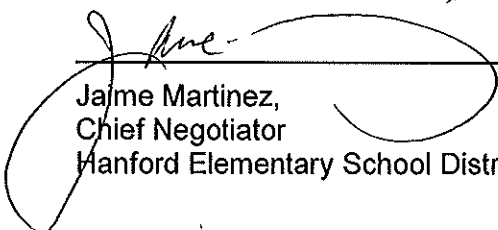
cost of premiums as outlined by the District at the time of election of continuation, and as updated on a periodic basis.


3. Upon attainment of age 65, all retirees and eligible dependents must enroll in Medicare Part B and in Medicare Part A, and pay the required Medicare premium(s), as a condition to continued participation in the District's medical group insurance.

Retirees who participated in the District's \$50,000 Basic Life Insurance Program retiring from the District at age 55 or older, but not older than 64; with at least 13 consecutive years of service may choose to continue to participate in the Basic Life Insurance Program until the attainment of age 65 at no cost to the District. Failure to make timely premium payments shall result in cancellation of insurance coverage.

FOR THE DISTRICT:

FOR CSEA:

 _____ 10/15/15
 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District
 Date

 _____ 10/15/15
 Shereese Rose,
 Negotiations Chair
 CSEA Chapter #344
 Date

ARTICLE 23: PAY AND ALLOWANCES

- A. The 2013-2014 2014-2015 Classified Salary Schedules shall be increased by ~~five (5.0%)~~ six percent (6.0%) and become the ~~2014-2015~~ 2015-2016 Classified Salary Schedule.
- B. All new employees shall be placed on the salary schedule in a uniform manner.
1. All new employees shall be rated in not higher than Step 2. Three (3) years of prior work experience in a similar job classification are required for Step 2 placement. The District with mutual agreement will have flexibility to go beyond Step 2 for hard to fill job classifications.
 2. An employee who is promoted to a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%). This minimum five percent (5%) increase shall be based on what the employee would have earned during the twelve months following the date of the promotion including step advancement, if any, had s/he not been promoted.
- C. **Frequency:** Employees shall be paid once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday or weekend, the paycheck shall be issued on the preceding work day.
- D. **Step Advancement:**
1. Employees' step advancement date shall be July 1 of each year.
 2. New employees shall receive a step increase on July 1 if they were employed effective on or before December 31 of the preceding year.
- E. An employee regularly contracted to work in two (2) separate job classifications in one (1) fiscal year shall be paid for all hours in paid status at the range and step of the classification which is the higher of the two.
- F. **Longevity Pay:** The District shall pay longevity pay for each employee who qualifies as follows:
1. A one-time non-renewable bonus of Five Hundred dollars (\$500), less taxes and deductions, shall be paid to each full-time employee in his/her fifteenth (15th) year of service to the District with his/her June 30th pay warrant.

2. Full-time employees shall receive annual longevity pay when they complete milestone years of service as indicated below:
 - a. Fifteen (15) years: One Thousand One Hundred Twenty-Five Dollars (\$1,125)
 - b. Twenty (20) years: Two Thousand Two Hundred Fifty Dollars (\$2,250)
 - c. Thirty (30) years: Three Thousand Three Hundred Seventy-Five Dollars (\$3,375)
 3. Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service:
 4. Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.
- G. **Bilingual Stipend:** Any employee who is required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Said payments shall be paid each month on a one-twelfth (1/12) basis for each twelve (12) month employee, on a one-eleventh (1/11) basis for each eleven (11) month employee, and on a one-tenth (1/10) basis for each ten (10) month employee as part of the employee's regular monthly paycheck. Eligibility for said stipend shall commence on the first of the month following the completion of demonstrated competency. Stipend payment is not to be considered a part of the employee's regular rate of pay.

BILINGUAL STIPEND SCHEDULE

8 hour employee.....	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

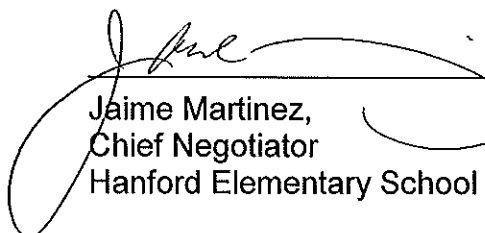
- H. **Out of Classification Work:** An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in

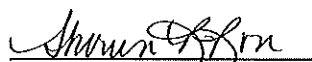
the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%).

- I. Upon appropriate written authorization from the employee, the District shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Union and the District.
- J. **On-Call Bus Driver Stipend.** For a limited number of classified employees who work within the District and who serve in classifications other than those positions requiring a School Bus Driver's License Certification, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call Bus Driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of on-call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year.
- K. **LVN Licensure Incentive:** Any Health Care Assistant (or Bilingual Health Care Assistant) who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) licensure shall be entitled to a five percent (5%) incentive increase in his or her hourly rate of pay for all hours worked. The five percent (5%) incentive increase will become effective the first of the month following documentation and receipt of a California L.V.N. license and will remain in effect as long as a valid L.V.N. license is maintained. The employee is responsible to provide annual verification to the District of a current L.V.N. licensure in order to receive the incentive.

FOR THE DISTRICT:

FOR CSEA:

 10/15/15
 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District

 10/15/15
 Shereese Rose,
 Chief Negotiations Chair
 CSEA Chapter #344

HANFORD ELEMENTARY SCHOOL DISTRICT
2015-2016 CLASSIFIED SALARY SCHEDULE (Interim)

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	2,053 11.84	2,156 12.44	2,263 13.06	2,377 13.71	2,495 14.40
2		per Month per Hour	2,156 12.44	2,263 13.06	2,377 13.71	2,495 14.40	2,620 15.12
3	Clerk Trainee	per Month per Hour	2,263 13.06	2,377 13.71	2,495 14.40	2,620 15.12	2,751 15.87
4		per Month per Hour	2,377 13.71	2,495 14.40	2,620 15.12	2,751 15.87	2,889 16.67
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,495 14.40	2,620 15.12	2,751 15.87	2,889 16.67	3,033 17.50
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,620 15.12	2,751 15.87	2,889 16.67	3,033 17.50	3,185 18.37
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,751 15.87	2,889 16.67	3,033 17.50	3,185 18.37	3,344 19.29
8	Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,889 16.67	3,033 17.50	3,185 18.37	3,344 19.29	3,511 20.26
9	Bilingual Clerk-Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	3,033 17.50	3,185 18.37	3,344 19.29	3,511 20.26	3,687 21.27
10	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician Secretary	per Month per Hour	3,185 18.37	3,344 19.29	3,511 20.26	3,687 21.27	3,871 22.33
11	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian	per Month per Hour	3,344 19.29	3,511 20.26	3,687 21.27	3,871 22.33	4,065 23.45
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,511 20.26	3,687 21.27	3,871 22.33	4,065 23.45	4,268 24.62

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Head Custodian Maintenance Worker II Mechanic Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,687 21.27	3,871 22.33	4,065 23.45	4,268 24.62	4,481 25.85
14	Administrative Secretary I	per Month per Hour	3,871 22.33	4,065 23.45	4,268 24.62	4,481 25.85	4,706 27.15
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	4,065 23.45	4,268 24.62	4,481 25.85	4,706 27.15	4,941 28.50
16	Account Technician III Community Day School Specialist Educational Interpreter Student Specialist	per Month per Hour	4,268 24.62	4,481 25.85	4,706 27.15	4,941 28.50	5,188 29.93
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	4,481 25.85	4,706 27.15	4,941 28.50	5,188 29.93	5,447 31.43
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	per Month per Hour	4,706 27.15	4,941 28.50	5,188 29.93	5,447 31.43	5,720 33.00
19		per Month per Hour	4,941 28.50	5,188 29.93	5,447 31.43	5,720 33.00	6,006 34.65
20		per Month per Hour	5,188 29.93	5,447 31.43	5,720 33.00	6,006 34.65	6,306 36.38

*Monthly rate is based on an 8-hour per day, 12-month employee

The Two (2) furlough days for the eleven (11) and twelve (12) month employees are being restored and are reflected on this salary schedule.

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125
20 Years - \$2,250
30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

Any **Health Care Assistant** who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) license will be entitled to a five (5%) incentive increase in his or her hourly rate of pay for all hours worked as outlined in Article 23 Pay and Allowances of the CSEA Collective Bargaining Agreement. (Article 23 Section K of the CSEA/HESD CBA Agreement)

Professional Growth increments will be awarded as follows:

No. of Semester		No of Semester	
Increments	Units	Increments	Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

Adopted: / /15

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: California School Employees Association, Chapter #344

Certificated _____ Classified X

New Agreement _____ or Reopener X

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2014 and ending June 30, 2017 and will be acted upon by the Governing Board at its meeting on November 18, 2015.

A.(1) Proposed Change in Compensation

Compensation		Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
			Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1.	Base Salary	\$ 6,023,553	\$ 361,413	\$ 361,413	\$ 361,413
			4.88%	4.88%	4.88%
2.	Other Compensation – i.e. Stipends or Bonuses	\$ 0	\$ 0	\$ 0	\$ 0
			0%	0%	0%
3.	Total Salary - (Sum of 1 & 2)	\$ 6,023,553	\$ 361,413	\$ 361,413	\$ 361,413
			4.88%	4.88%	4.88%
4.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare	\$ 1,381,020	\$ 82,861	\$ 82,861	\$ 82,861
			1.12%	1.12%	1.12%
5.	Health/Welfare Benefits	\$ 1,275,857	\$ 48,130	\$ 48,130	\$ 48,130
			0.65%	0.65%	0.65%
6.	Total Benefits - (Total Lines 4 & 5)	\$ 2,656,877	\$ 130,991	\$ 130,991	\$ 130,991
			1.77%	1.77%	1.77%
7.	Total Compensation – (sum of 3 & 6)	\$ 8,680,430	\$ 492,404	\$ 492,404	\$ 492,404
			6.65%	6.65%	6.65%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2)** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

-
- The salary schedule for 2015-2016 shall reflect a 6% increase effective July 1, 2015.
-
- The District's annual contribution to Medical, Dental, Vision and Life insurance benefits will increase by \$372 from \$11,000.00 to \$11,372.00 for employees working six hours or more per day. The District's annual contribution to Dental, Vision and Life insurance benefits will increase by \$36 from \$1,261.32 to \$1,297.32 for employees working three hours but less than six hours per day.
-

- B. Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

None

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

This is the second year of a three-year agreement.

The District and/or the Union may re-open negotiations for the 2016-17 school year over Pay and Allowances (Article 23) and/or Health and Welfare Benefits (Article 22) and two additional Articles each.

- E. Source of Funding for Proposed Agreement**

1. Current Year

Undesignated Reserve:	Unrestricted	\$423,970
	Restricted:	<u>68,434</u>
		\$492,404

2. How will the ongoing cost of the proposed agreement be funded in future years?

The cost will become part of the on-going budget that will continue in future years.

- 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

Not applicable – This is not a multi-year agreement


- 3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.



District Superintendent
(Signature)

October 28, 2015
Date

Contact Person: Nancy White/David Endo Telephone No.: (559) 585-3628

65/106

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
In accordance with AB3141 (Statutes of 1994, Chapter 650) (EC42142)

	(Col. 1) Latest Board- Approved Budget *	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
Revenue Limit Source (8010-8099)	45,151,337			45,151,337
Remaining Revenues (8100-87991)	7,410,252			7,410,252
TOTAL REVENUES	52,561,589			52,561,589
EXPENDITURES				
1000 Certificated Salaries	25,210,553			25,210,553
2000 Classified Salaries	9,072,947	+ 361,413		9,434,360
3000 Employees' Benefits	11,713,908	+ 130,991		11,844,899
4000 Books and Supplies	3,987,756			3,987,756
5000 Services and Operating Exps	3,104,381			3,104,381
6000 Capital Outlay	1,403,300			1,403,300
7000 Other	807,366			807,366
TOTAL EXPENDITURES	55,300,211	+ 492,404		55,792,615
OPERATING SURPLUS (DEFICIT)	(2,738,622)			(3,231,026)
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(2,738,622)			(3,231,026)
BEGINNING BALANCE	7,113,552		+828,486	7,942,028
CURRENT-YEAR ENDING BALANCE	4,374,930			4,711,012
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts	714,948	-68,434	-28,850	617,664
Reserved for Economic Uncertainties	3,240,000			3,240,000
Board Designated Amounts	300,000			300,000
Unappropriated Amounts	119,982	- 423,970	+857,336	553,348

A. Date of governing board approval of budget revisions in Col. 1 June 24, 2015
(Adopted Budget)

Explanation for Column 3: Adjust Beginning Balance to Actual

Contact Person: Nancy White/David Endo

Date: October 28, 2015

CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

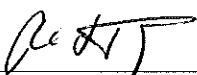
The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the California School Employees Association, Chapter #344 Bargaining Unit, during the term of the agreement from July 1, 2014 to June 30, 2017.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

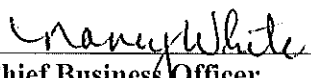
<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>0</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(492,404)</u>

N/A _____ (No budget revisions necessary)



District Superintendent
(Signature)

October 28, 2015
Date



Chief Business Officer
(Signature)

October 28, 2015
Date

CERTIFICATION #2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement" in accordance with the requirements of AB1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

November 18, 2015
Date

David Endo
Contact Person

(559) 585-3628
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on November 18, 2015, took action to approve the proposed Agreement with the California School Employees Association, Chapter #344 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

November 18, 2015
Date

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: November 9, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 18, 2015

ITEM

Consider approval of the Consultant Agreement with Mangini Associates, Inc. for architectural services for the District Central Kitchen remodel.

PURPOSE

Mangini Associates to provide the District with architectural services for the District Central Kitchen remodel.

FISCAL IMPACT

Architectural costs for this project are estimated to be \$89,045 and will be paid from Fund 1300 – Cafeteria and Fund 4000 – Capital Outlay.

RECOMMENDATION

Approve consultant contract with Mangini Associates, Inc. for providing architectural services of the District Central Kitchen remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: November 9, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 18, 2015

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) perform an asbestos and lead survey prior to the remodel of the District Central Kitchen remodel.

PURPOSE

To test building components for asbestos and lead containing material for the District Central Kitchen remodel.

FISCAL IMPACT

The estimated cost is \$2,832 and will be paid from Maintenance.

RECOMMENDATION

Approve contract with Hazard Management Services, Inc., environmental consultants, to perform an asbestos and lead survey prior to the remodel of the District Central Kitchen remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: November 9, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 18, 2015

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to perform the Asbestos Hazard Emergency Response Act (AHERA) three year inspection of District facilities.

PURPOSE

The Asbestos Hazard Emergency Response Act (AHERA) requires reinspections of all areas indicated in the District's Asbestos Management Plan as having asbestos-containing material or assumed asbestos-containing material by an accredited inspector every three years.

FISCAL IMPACT

The estimated cost is \$2,190 and will be paid from the facilities budget in the General Fund.

RECOMMENDATION

Approve consultant contract with HMS, Inc. to perform the AHERA three year inspection of District facilities.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: November 9, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 18, 2015

ITEM:

Consider for adoption the following revised Board Policy and Administrative Regulation: BP/AR - Budget.

PURPOSE:

The Board Policy and Administrative Regulation are being revised as follows:

- To reflect new law which eliminates the option to develop the District budget using the "dual budget" process and to address board responsibilities related to the budget adoption and review.
- To reflect new regulations which address the calculation of "increased and improved services" for LCFF expenditures.
- To reflect new law which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt revised Board Policy and Administrative Regulation: BP/AR - Budget.

Hanford ESD

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

~~(cf. 3000 - Concepts and Roles)~~

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

~~The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget.~~ 0460 - Local Control and Accountability Plan

Budget Development and Adoption Process

~~The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.~~ In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for

approval by the Board and shall involve appropriate staff in the development of budget projections.

~~The Board encourages public input in the budget development process and~~ The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall ~~be in the format~~ adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall ~~develop~~ submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board ~~or the Superintendent or~~

designee.

- (cf. 1220 - Citizen Advisory Committees)
- (cf. 2230 - Representative and Deliberative Groups)
- (cf. 3350 - Travel Expenses)
- (cf. 9130 - Board Committees)
- (cf. 9140 - Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards ~~adopted by the State Board~~ specified in 5 CCR 15440-15450 as they relate to projections of Education (SBE), average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33127, 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

~~The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for~~ district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are ~~English learners, eligible for free or reduced-price meals, English learners, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds.~~ (Education Code 42238.07; 5 CCR 15496)

- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, ~~categorical~~ program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

- (cf. 2210 - Administrative Discretion Regarding Board Policy)
- (cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of ~~(June 30),~~ although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which ~~the Board or its designee intends to use~~ are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent ~~or designee~~ and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

~~To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the~~ The Board intends to maintain a minimum assigned and unassigned fund balance which includes a reserve for economic uncertainties equal in an amount the Board deems sufficient to at least two months of general fund operating expenditures, or 17-percent of general fund expenditures maintain fiscal solvency and other financing uses stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below ~~this~~ the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and ~~multi-year~~ multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

~~(cf. 4143/4243 - Negotiations/Consultation)~~

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

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information

shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when ~~the state budget is adopted~~, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
 33127-33131 Standards and criteria for local budgets and expenditures
~~35035 Powers and duties of superintendent~~
~~35161 Powers and duties, generally, of governing boards~~
 42103 Public hearing on proposed budget; requirements for content of proposed budget
 42122-42129 Budget requirements
 42130-42134 Financial certifications
 42140-42141 Disclosure of fiscal obligations
 42238-42251 Apportionments to districts, especially:
 42238.01-42238.07 Local control funding formula
 42602 Use of unbudgeted funds
~~42605 Tier 3 categorical flexibility~~
 42610 Appropriation of excess funds and limitation thereon
 45253 Annual budget of personnel commission
 45254 First year budget of personnel commission
 52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
 15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Management Resources:

~~CSBA PUBLICATIONS~~

~~Local Control Funding Formula 2013, Governance Brief, August 2013~~

~~State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013~~

~~School Finance CD-ROM, 2005~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

~~Legislative Analyst's Office: <http://www.lao.ca.gov>~~

School Services of California, Inc.: <http://www.sscal.com>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 10, 2014

Revised: _____

Hanford ESD

Administrative Regulation

Budget

AR 3100

Business and Noninstructional Operations

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Board of Trustees members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9130 - Board Committees)

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

~~The Initial Budget Adoption~~

~~On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)~~

~~Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this the public hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)~~

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned

ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

~~After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)~~

~~Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)~~

~~(cf. 1340—Access to District Records)~~

Revised Budget

~~No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)~~

~~If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)~~

~~The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)~~

Budget Review Committee for Disapproved Budgets

If the district's ~~revised~~ budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's local control and accountability plan (LCAP) or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates

2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. _(Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. _For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. _(Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. _(Education Code 42127.4)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: May 16, 2001 Hanford, California
 revised: June 15, 2011
 revised: September 10, 2014

Revised:_____

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: November 9, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 18, 2015

ITEM:

Consider for adoption the following revised Board Policy and Administrative Regulation for Information: BP/AR - Financial Reports and Accountability.

PURPOSE:

The Board Policy and Administrative Regulation are being revised as follows:

- To reflect changes due to the new LCFF Revenue formula.
- To reflect additional annual audit measures.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt revised Board Policy and Administrative Regulation: BP/AR – Financial Reports and Accountability.

Hanford ESD

Board Policy

Financial Reports And Accountability

BP 3460

Business and Noninstructional Operations

The Board of Trustees is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

(cf. 3400 - Management of District Assets/Accounts)

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

(cf. 1340 - Access to District Records)

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or

organization to advise the district on fiscal matters.

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a

positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

Audit Report

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the

auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
 14500-14508 Financial and compliance audits
 17150-17150.1 Public disclosure of non-voter-approved debt
 17170-17199.5 California School Finance Authority
 33127 Standards and criteria for local budgets and expenditures
 33128 Standards and criteria; inclusions
 33129 Standards and criteria; use by local agencies
 35035 Powers and duties of superintendent
 41010-41023 Accounting system
 41326 Emergency apportionment
 41344 Repayment of apportionment significant audit exceptions
 41344.1 Appeals of audit findings
 41455 Examination of financial problems of local districts
 42100-42105 Requirement to prepare and file annual statement
 42120-42129 Budget requirements
 42130-42134 Financial reports and certifications
 42140-42142 Public disclosure of fiscal obligations
 42637 County superintendent review of district's financial and budgetary conditions
 42652 Revocation or suspension of warrant authority
 48300-48316 Student attendance alternatives
[52060-52077 Local control and accountability plan](#)

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment
 7900-7914 Appropriations limit
 16429.1 Local agency investment fund
 53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
 15070 Submission of reports using standardized account code structure
 15440-15451 Criteria and standards for school district budgets
 15453-15464 Criteria and standards for school district interim reports
 19810-19816.1 Audits

UNITED STATES CODE, TITLE 31

7501- 7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions,
February 26, 2007

Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

[GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS \(continued\)](#)

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised 2008

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

WEB SITES

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

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 11, 2013

Revised: _____

Hanford ESD

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The ~~report~~interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code ~~33128.3~~, 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

~~(cf. 3100 — Budget)~~

(cf. 3110 - Transfer of Funds)

~~(cf. 3111 — Deferred Maintenance Funds)~~

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Board of Trustees to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the ~~County Auditor~~ county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and ~~County Auditor~~ county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the ~~County Auditor~~ county auditor, the County Superintendent, and the public with information necessary to assess the

anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 11, 2013

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: November 9, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 18, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Emily Edwards, Health Care Assistant – 6.0 hrs., King, effective 11/9/15
- Liliana Lepe, Bilingual Health Care Assistant – 6.0 hrs., Simas, effective 11/9/15
- Christopher Martin, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 10/21/15
- Janet Pelayo, Bilingual Health Care Assistant – 6.0 hrs., Monroe, effective 11/2/15
- Sarai Rivera, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/28/15
- Marlyn Sanchez-Ibarra, Bilingual Health Care Assistant – 6.0 hrs., Hamilton, effective 11/2/15

Temporary Employees/Substitutes/Yard Supervisors

- Kayla Bauer, Short-term Yard Supervisor – 1.25 hrs. (M,T,Th,F) and 1.0 hr. (W), Monroe, effective 10/21/15 to 12/11/15
- Iban Castaneda, 7-8 Boys Soccer Coach, Wilson, effective 11/9/15 to 2/9/16
- Mellissa Carpentieri, Substitute READY Program Tutor, effective 11/4/15
- Torrey Edwards, 7-8 Girls Basketball Coach, Kennedy, effective 11/9/15 to 2/9/16
- Arely Galvan Martinez, Short-term Babysitter – 3.0 hrs. (W), King, effective 11/4/15 to 5/18/16

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Alfredo Jimenez, 7-8 Boys/Girls Wrestling Coach, Kennedy, effective 11/9/15 to 1/30/16
- Grace Perez, Yard Supervisor – 1.5 hrs., Hamilton, effective 11/30/15
- CarmenAurora Pimentel, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 10/21/15 to 12/11/15
- Kaylee Purdy, Substitute READY Program Tutor, effective 10/21/15
- Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 11/4/15
- Jamie Souza, Substitute Yard Supervisor, effective 10/15/15
- Vincent Uribe, 7-8 Boys/Girls Wrestling Coach, Wilson, effective 11/9/15 to 2/9/16

Short-term Employment

CERTIFICATED MANAGEMENT STAFF – Extended Learning Opportunities

- Jennifer Pitkin, Administrator, K-2 Winter Intercession Program, effective 1/4/16 through 1/8/16 (5 days).

CERTIFICATED STAFF – Extended Learning Opportunities

K-2 Winter Intercession Program 01/04/16 – 01/08/16

- Cara Cummings, Nurse – 5.5 hours per day for 2-1/2 days plus 2 hours of preparation
- Christina Gonzales, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Ruth Hernandez, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Sarah Lackey, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Andrew Martinez, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Stephanie Tatro-Parks, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Nina Schaffer, Teacher – 5.5 hours per day plus 4 hours of preparation and 2 hours of training
- Kathleen Salyer, Nurse – 5.5 hours per day for 2-1/2 days plus 2 hours of preparation

b. More Hours

- Terri Fredrick, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 11/2/15
- Rosemarie Rodriguez, Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Washington, effective 11/2/15

c. Leave of Absence

- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 10/12/15 to 12/15/15, medical
- Maribel Garcia, Food Service Worker I – 3.0 hrs., Monroe, effective 11/17/15 to 6/3/16, baby bonding
- Eulalia “Lolly” Olvera-Barron, Yard Supervisor – 3.5 hrs., Richmond, effective 11/2/15 to 11/30/15, medical

d. Volunteers

<u>Name</u>	<u>School</u>
Jessica Ruiz	Hamilton
Sharlene Bogan	Jefferson
Adriana Castaneda	Jefferson
Araceli Duarte	Jefferson
Joe Hinojosa	Jefferson
Valerie Hinojosa	Jefferson
Marlar Schmitt	Jefferson
Melinda Gonzalez	King
Minerva Lopez	King
Laura Terra	King
Jessica Bateman	Lincoln
Michael Hopson	Lincoln
Joeline Luna	Lincoln
Todd Fredrickson	Monroe
Mollyann Ochoa	Monroe
Cristina Solorio	Richmond
Valerie Valles	Roosevelt
Cynthia Silva	Simas
Alyssa Baez	Washington
Richard LaRue	Washington
Sara Lassley	Washington
Heather Muela	Washington
Anita Moorman	Washington
Anita Yager	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 11/5/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/18/2015

ITEM: Consider the approval of Resolution # 7-16: Revision of the 2015-2016 budget.

PURPOSE: The attachment to the resolution lists the amounts and reasons for the budget revisions.

FISCAL IMPACT: See attached

RECOMMENDATIONS: Approve the resolution.

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
GENERAL FUND		
Revenue		
979100 Beginning Balance	\$828,486	Adjust to actual
801100 LCFF	\$1,850,913	Revise for actual state Budget and for reduced ADA est.
809100 Transfer to Deferred Maintenance	-\$100,000	Increase LCFFSC contrib to Fund 1400
818200 Mental Health - Federal	\$16,224	Adjust Prior Year Carryover
855000 Mandated Costs	\$2,836,243	Prior Year One-time Alloc. \$2,843,364; Adj. 15-16 Budget Est \$-7,122
859000 Prop 39 Clean Energy	\$125,339	Adjust Prior Year Carryover
869900 Other Local	\$6,819	Donations
8699 Microsoft K-12 Ed Tech	\$26,586	Adjust Prior Year Carryover
TOTAL GENERAL FUND - REVENUE CHANGES	\$5,590,610	
Expenditures		
<u>LOCATION 000 - BALANCE SHEET & UNDESIGNATED ACCOUNTS</u>		
978050 Assigned for OPEB	\$500,000	Balance is now \$800,000
978052 Assigned for IMFRP	\$1,000,000	Balance is now \$1,000,000
978055 Assigned for increase in Employer Contrib to STRS/PERS	\$500,000	Balance is now \$500,000
979000 Undesignated Reserve	\$684,336	Balance is now \$786,957
	<u>\$2,684,336</u>	
<u>LOCATION 001 - General Administration</u>		
100000 Certificated Salaries	\$59,374	Adjust to actual staffing and for mgmt./conf. salary increase
200000 Classified Salaries	\$33,643	
300000 Employee Benefits	\$103,242	
500000 Services	\$4,850	Actuarial Study
650000 Equip Replacement	\$680	Additional Budget - copier replace
700000 Other Outgo	\$1,000,000	Transfer to Fund 4000
	<u>\$1,201,789</u>	
<u>LOCATION 000 - SUPERINTENDENT/BOARD</u>		
520000 Travel & Conference	\$9,000	ACSA Superintendent's Academy
	<u>\$9,000</u>	
<u>LOCATION 010 - FACILITIES</u>		
500000 Services	\$12,000	Alarm Systems/Monitoring
	<u>\$12,000</u>	
<u>LOCATION 011 & 012 MAINTENANCE & GROUNDS</u>		
500000 Services	\$2,600	Electrical Repairs
640000 New Equipment	\$30,000	Re-budget Equip not purchased in 14-15
	<u>\$32,600</u>	
<u>LOCATION 014 - TRANSPORTATION</u>		
200000 Classified Salaries	\$1,676	Adjust to actual staffing
300000 Employee Benefits	\$854	
	<u>\$2,530</u>	

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
<u>LOCATION 017 - WAREHOUSE</u>		
650000 Equipment Replacement	\$18,000	Re-budget equipment not purchased in 14-15
	\$18,000	
<u>LOCATION 018 ROUTINE RESTRICTED MAINTENANCE</u>		
500000 Services	\$14,000	Adjust project classifications
600000 Site & Buildings	-\$14,000	
	\$0	
<u>LOCATION 020 GENERAL SCHOOLS</u>		
100000 Certificated Salaries	-\$838,062	Adjust to actual staffing
200000 Classified Salaries	\$74,754	
300000 Employee Benefits	-\$132,781	Add budget for student furniture replacement
400000 Books & Supplies	\$491,128	
575000 Transfer to Charter Fund	\$5,129	Adjust salary transfer
	-\$399,832	
<u>LOCATIONS 022-031 SCHOOLS</u>		
400000 Books & Supplies	\$60,638	Add Attendance Incentive Awards; Donations
	\$60,638	
<u>LOCATION 039 - SPECIAL ED</u>		
100000 Certificated Salaries	\$87,006	Adjust to actual staffing
200000 Classified Salaries	\$2,486	
300000 Employee Benefits	\$16,883	
700000 Other Outgo	-\$2,008	
	\$104,367	
<u>LOCATION 053 CURRICULUM, INSTRUCTION & P.D.</u>		
580009 Consultant Services	\$6,200	Children's Storybook Garden
	\$6,200	
<u>LOCATION 055 BILINGUAL</u>		
200000 Classified Salaries	-\$6,000	Adjust budgets for Translation Services
300000 Employee Salaries	-\$1,238	
580000 Consultant Services	\$7,238	
	\$0	
<u>LOCATION 061 INFORMATION SYSTEMS</u>		
400000 Books & Supplies	\$45,401	Additional Technology Purchases
	\$45,401	
<u>LOCATION 071 HOME INSTRUCTION</u>		
100000 Certificated Salaries	\$2,400	Increase budget for increase in hourly rate
300000 Employee Benefits	\$348	
	\$2,748	

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
<u>LOCATION 075 BAND</u>		
400000 Books & Supplies	-\$4,944	Changes per manager request
500000 Services	\$4,944	
	\$0	
<u>COMMUNITY REDEVELOPMENT</u>		
979000 Undesignated Reserve	\$22,137	Adjust for actual Beginning Balance
	\$22,137	
<u>INSTRUCTIONAL MATERIALS</u>		
410000 Books	-\$3,532	Adjust to Actual Beginning Balance
	-\$3,532	
<u>LCFF-SC (LOCAL CONTROL FUNDING FORMULA - SUPPLEMENTAL CONCENTRATION)</u>		
100000 Certificated Salaries	\$416,229	Add positions and services due to increased funding toward
200000 Classified Salaries	\$168,844	Target
300000 Employee Benefits	\$200,433	
400000 Books & Supplies	\$648,300	
500000 Services	\$219,123	
	\$1,652,929	
<u>SWP (SCHOOLWIDE PROGRAM - FEDERAL PROGRAMS)</u>		
100000 Certificated Salaries	-\$6,700	Changes per manager requests
400000 Books & Supplies	\$14,905	
500000 Services	-\$8,205	
	\$0	
<u>SPECIAL ED - FEDERAL</u>		
200000 Classified Salaries	\$681	Adjust to actual staffing
300000 Employee Benefits	-\$2,585	
700000 Other Outgo	\$1,904	
	\$0	
<u>MENTAL HEALTH - FEDERAL & STATE</u>		
974000 Undesignated Reserve	\$36,306	Adjust for actual prior year carryover
	\$36,306	
<u>LOTTERY - RESTRICTED</u>		
974000 Undesignated Reserve	\$51,520	Adjust to actual prior carryover
	\$51,520	
<u>QEIA</u>		
974000 Undesignated Reserve	\$24,887	Adjust to actual prior year carryover
	\$24,887	
<u>MICROSOFT K-12 Ed Tech</u>		
500000 Services	\$26,586	Budget prior year carryover
	\$26,586	
TOTAL GENERAL FUND - Expenditure Changes	\$5,590,610	

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
<u>FUND 0900 - CHARTER FUND</u>		
Revenue		
979100 Beginning Balance	\$496	Adjust to actual
801100 LCFF	\$84,754	Revise for actual State budget
855000 Mandated costs	\$181,855	Prior Year one-time Alloc. + 15-16 Alloc.
869900 Other Local	\$1,000	Donation
TOTAL REVENUE CHANGES - Fund 0900	\$268,105	
Expenditures		
<u>LOCATION 000 - BALANCE SHEET & DESIGNATED ACCOUNTS</u>		
978000 Undesignated Reserve	-\$83,040	Balance is now \$197,850
	-\$83,040	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
7000 Other Outgo	\$181,855	Transfer to fund 4000 - Capital Facilities
	\$181,855	
<u>LOCATION 020 - GENERAL SCHOOLS</u>		
100000 Certificated Salaries	\$106,183	Adjust to actual
300000 Employee Benefits	\$19,746	Staffing
500000 Services	-\$4,829	
640000 New Equipment	\$5,010	Storage Container
	\$126,110	
<u>LOCATION 021 - JEFFERSON</u>		
400000 Books & Supplies	\$6,188	Attendance Incentives; Enroll Adjust; Donation
	\$6,188	
<u>LCFF-SC (LOCAL CONTROL FUNDING FORMULA SUPPLEMENTAL CONCENTRATION)</u>		
100000 Certificated Salaries	\$3,351	Update to actual
300000 Employee Benefits	\$884	Staffing
575000 Interfund Transfer	\$32,757	Classified Salaries
	\$36,992	
TOTAL EXPENDITURE CHANGES- Fund 0900	\$268,105	
<u>FUND 1300 - CAFETERIA FUND</u>		
Revenue		
979100 Beginning Balance	\$604,493	Adjust to actual
	\$604,493	
Expenditures		
978000 Undesignated Reserve	\$604,493	
	\$604,493	
<u>FUND 1400 - DEFERRED MAINTENANCE FUND</u>		
Revenue		
979100 Beginning Balance	\$25,182	Adjust to Actual
809100 Transfer from General Fund	\$100,000	Increased LCFFSC Contrib. from General Fund
	\$125,182	

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
Expenditures		
620000 Buildings & Improv. Of Buildings	\$100,000	Increase amount budgeted for painting projects
978000 Undesignated Reserve	\$25,182	
	<u>\$125,182</u>	
 <u>FUND 1500 - SPECIAL RESERVE - PUPIL TRANSPORTATION EQUIPMENT</u>		
Revenue		
979100 Beginning Balance	-\$56	Adjust to Actual
	<u>-\$56</u>	
 Expenditures		
978000 Undesignated Reserve	-\$56	Balance is now \$39,724
	<u>-\$56</u>	
 <u>FUND 2500 - CAPITAL FACILITIES FUND - DEVELOPER FEES</u>		
Revenue		
979100 Beginning Balance	\$113,337	Adjust to Actual
	<u>\$113,337</u>	
 Expenditures		
978000 Undesignated Reserve	\$113,337	
	<u>\$113,337</u>	
 <u>FUND 4000 - SPECIAL RESERVE CAPITAL FACILITIES</u>		
Revenue		
979100 Beginning Balance	\$61,070	Adjust to actual
891200 Transfer from General Fund	\$1,000,000	
891900 Transfer from Charter Fund	\$181,855	
	<u>\$1,242,925</u>	
 Expenditures		
400000 Supplies	\$11,984	Fall Material - Richmond Playground
580000 Consultant	\$981	Inspector
617000 Sites & Improvement of Sites	\$64,700	Install Richmond Play Structure \$14,700; shade structure JFK \$50,000
620000 Buildings & Improvement of Buildings	\$646,934	Increase budget - Monroe Admin Building \$600,000; Revise budget WW Band Room \$46,934
978000 Undesignated Reserve	\$518,326	
	<u>\$1,242,925</u>	
 <u>FUND 1400 - SPECIAL RESERVE - WILLIAMS EMERGENCY REPAIR GRANT</u>		
Revenue		
979100 Beginning Balance	-\$100	Adjust to Actual
959000 State Income	\$130,670	Carryover grant amount
	<u>\$130,570</u>	
 Expenditures		
620000 Buildings & Improvement of Buildings	\$130,670	MLK Roof
978000 Undesignated Reserve	-\$100	
	<u>\$130,570</u>	

**Budget Changes
2015-16
November 18, 2015**

	Amount Changed	Reason for Change
<u>FUND 6720 - SELF-INSURANCE FUND - DENTAL</u>		
Revenue		
979100 Beginning Balance	<u>\$26,689</u>	Adjust to actual
	\$26,689	
Expenditures		
978000 Undesignated Reserve	<u>\$26,689</u>	
	\$26,689	

Resolution # 7-16**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: November 18, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 11/03/2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/18/2015

ITEM: Consider approval to purchase Apple products from Apple Inc.'s piggyback bid issued by Glendale Unified School District.

PURPOSE: The Glendale Unified School District has approved the extension of its piggyback bid with Apple Inc.. Hanford Elementary School District has used this bid for the procurement of Apple products. Examples of items purchased by the District include Ipad tablets, mobile security carts, and other accessories. A copy of the piggyback bid extension has been included for your review.

FISCAL IMPACT: Purchases will be made consistent with budgets.

RECOMMENDATIONS: Approve the use of the Glendale Unified School District piggyback bid in the purchase of Apple products.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2015

Excerpt from the Minutes of the Glendale Board of Education meeting held on October 6, 2015. It was moved by Mr. Krikorian and seconded by Dr. Gharpetian that Consent Calendar No. 10 be accepted. The motion was approved unanimously.

CONSENT CALENDAR NO. 10

TO: Board of Education

FROM: Dr. Donald W. Empey, Interim Superintendent

SUBMITTED BY: Robert McEntire, Chief Business and Financial Officer

PREPARED BY: Gioconda Padilla, Director, Procurement & Contract Services

SUBJECT: **Extension of Bid Number P-13 13/14 for Apple Computer Products, Services, and Related Items**

The Interim Superintendent recommends that the Board of Education extend Bid Number P-13 13/14 for Apple Computer products, services, and related items with Apple Computer Corporation and approve purchases, lease-purchases, or leases as needed from Apple Computer Corporation.

Apple Computer Corporation, like Hewlett-Packard, Dell, and other technology companies serving the needs of public education, markets its products directly to educational institutions. School districts purchase products from the manufacturer (Apple), and Apple equipment can be serviced by either Apple or an Apple certified technician.

This bid may be used by school and community college districts throughout California by virtue of its "piggyback" clause (Public Contract Code 20118, 20652). Apple, Inc. has requested a one-year extension of the bid under the terms and conditions of the original contract. This one year extension will expire on October 15, 2016. The bid may be extended for an additional two (2) years (total 5 years from award date, through October 15, 2018) by mutual consent of the District and Apple Computer Corporation (Education Code 39644).

The pricing structure for this bid is based on the current government and educational price list for Apple Computer Corporation products, which is published several times each year. A "Technology Clause" that allows product and component upgrades and meets the general technical requirements of school districts was included as a part of the bid document.

Equipment will be purchased from general and categorical program funds as well as Measure S funds. Bid details are available for review in the Purchasing Department.

STRATEGIC PLAN GUIDANCE: "Students will have access to appropriate technology."

I hereby certify that this is a true and exact copy of an excerpt from the Minutes of the Board of Education Meeting held on October 6, 2015.



Amendment to the Apple Professional Services Agreement

This amendment ("Amendment") amends the Apple Professional Services Agreement ("Agreement") entered into by and between Apple Inc., a California corporation located at 1 Infinite Loop, Cupertino, CA 95014 ("Apple") and:

Legal Name: Glendale Unified School District

DBA Name: _____

Address: 223 N. Jackson Street

Glendale, CA 91206-4334

Capitalized terms used but not defined in this Amendment have the meanings set forth in the Agreement.

In the event of any conflict between the terms of this Amendment and the Agreement, the terms of this Amendment will prevail.

The Parties hereby agree to amend the Agreement as follows:

1. Extension of Agreement Term

The Term is hereby extended to October 15, 2016, unless otherwise terminated in accordance with the terms of the Agreement.

2. Effect of Amendment to Agreement

Except as set forth in this Amendment, the Agreement shall continue in full force and effect in accordance with its terms.

The duly authorized representatives of the Parties execute this Amendment as of the Effective Date stated below.

Purchaser

Apple Inc.

SIGNATURE:

SIGNATURE:

PRINT NAME:

Robert McEntire

PRINT NAME:

Rebecca Whitaker

Chief Business & Financial Officer
PRINT TITLE:

PRINT TITLE:

Manager, US Contract Operations

DATE:

October 9, 2015

EFFECTIVE DATE:

9/23/15

DEPARTMENT:

Sales Ops