

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, August 26, 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 revised warrant listing dates from the August 12, 2015 Board Agenda as follows:
July 12, 2015 should be July 10, 2015; July 16, 2015 should be July 17, 2015; Remove August 7, 2015.
- b) Accept warrant listings dated June 26, 2015; July 6, 2015; August 10, 2015; and August 14, 2015.
- c) Approve minutes of Regular Board Meeting August 12, 2015.
- d) Approve interdistrict transfers as recommended.
- e) Approve donation from Pleasant Valley State Prison to John F. Kennedy School.
(Strickland)
- f) Approve donation from Kohl's Department Store to Monroe School. (McConnell)

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy and Administrative Regulation for information:
(Gabler)
 - BP/AR 6162.51 – State Academic Achievement Tests (revised)
 - b) Receive the following revised Board Policy for information: (Terry)
 - BP 0200 – Goals for the School District (revised)
 - c) Receive the following revised Board Policy for information: (Terry)
 - BP 2210 – Administrative Discretion Regarding Board Policy (revised/renamed)
 - d) Receive the following revised Board Policy and Administrative Regulation for information:
(Terry)
 - BP/AR 5125 – Student Records (revised)
- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 7814 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- e) Receive the following revised Board Policy and Administrative Regulation for information: (Terry)
 - BP 6177 – Summer Learning Programs (revised/renamed)
 - AR 6177 – Summer School (deleted)
- f) Receive the following revised Exhibit for information: (Terry)
 - Exhibit 9323.2 Actions by the Board (revised)
- g) Public use of school facilities (Terry)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract with Tulare County Office of Education to provide professional development. (Carrillo)
- b) Consider approval of consultant contract with Kings County Sports Officials (Arakelian)
- c) Consider approval of consultant contract with Sports Officiating Services (Arakelian)
- d) Consider approval of the filing of the Notice of Completion for the Woodrow Wilson Jr. High School kitchen remodel. (Mulligan)
- e) Consider approval of proposal with CTL-SEE's, Inc. for a soil and geological hazards investigation of the new Administration Building and parking lot at Monroe School. (Mulligan)

5. PERSONNEL

- a) Employment (Martinez)

Classified

- Alexis Farrar, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15
- Roxana Hernandez, READY Program Tutor – 4.5 hrs., Monroe, effective 8/7/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Mariah Romero, READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15
- Ashley Thomas, Health Care Assistant – 6.0 hrs., Kennedy, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Short-term Yard Supervisor - .75 hr. (M), 2.25 hrs. (T - Th), King, effective 8/13/15 to 10/16/15
- Vanessa Burch, Substitute Yard Supervisor, effective 8/13/15
- Shannon Callanan, Substitute Clerk Trainee, effective 8/13/15
- Amanda Chandler, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Shannon Corl, Substitute READY Program Tutor, effective 8/13/15
- Alicia Couto, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Cedric Harbor, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/13/15 to 10/16/15
- Raven Hawthorne, Substitute Yard Supervisor, effective 8/13/15
- Jamie Jordon, Substitute Clerk Typist II and Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15 to 10/16/15
- Guadalupe Lopez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 8/13/15 to 10/16/15
- Sherry Miller, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 3.0 hrs., Lincoln, effective 8/13/15 to 10/16/15
- Stacey Paez, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Breanna Young, Substitute READY Program Tutor, effective 8/7/15; Short-term READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15 to 9/25/15

b) Resignations

- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/21/15
- Rosalie Chavez, Substitute Yard Supervisor, effective 5/29/15
- Faith Faria, Substitute Clerk Typist II, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 8/14/15
- Emily Guilbeau, Substitute Alternative Education Program Aide, Food Service Worker I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/3/13

c) Administrative Transfer

- Maxine Sims, Special Circumstance Aide – 5.75 hrs., Monroe to Special Circumstance Aide – 5.75 hrs., King, effective 8/17/15

d) Temporary Out-of-Class Assignment

- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 8/17/15 to 8/31/15

e) Leave of Absence

- Kerry Pierotte, Teacher, Washington, effective 8/24/15 to 8/28/15

f) Certificated Transfers/Reassignments, effective 8/10/15

Involuntary Transfers

- Joe Byers, from Roosevelt 2nd Grade to Roosevelt 1st Grade
- Janie Everett, from Washington 1st Grade to Washington 5th Grade
- Amy Gonsalves, from Monroe 1st Grade to Monroe 2nd Grade
- Jaqueline Huerta, from Lincoln 3rd Grade to Lincoln 2nd Grade
- Steven Mueller, from Lincoln 4th Grade to Kennedy 8th Grade Math/Science
- Jennifer Nunes, from King 1st Grade to King 2nd Grade
- Tagen Ormonde, from Simas 1st Grade Simas 2nd Grade
- Marlena Sotelo, from Roosevelt 3rd Grade to Roosevelt 1st Grade

Voluntary Transfers

- Crystal Avila, from Washington Kindergarten to Roosevelt Kindergarten
- Peggy Bell, from Washington Kindergarten to K-6 Physical Education
- Angel Bravo, from Jefferson 6th Grade FLI to Jefferson 5th Grade FLI
- Danielle Darpli, from Monroe 4th Grade to Wilson 8th Grade ELA/Social Studies
- Claudia Davis, from Simas 5th Grade to Simas 6th Grade
- Melissa Ediger, from Washington Kindergarten to Richmond Kindergarten
- Marissa Henderson, from King 3rd Grade to King Teacher on Special Assignment
- Damien Juarez, from Wilson 8th Grade ELA/Social Studies to K-6 Physical Education
- Jessica Knodel, from Hamilton 4th Grade to Richmond 4th Grade
- Bethaney Kuenning, from Washington 2nd Grade Washington 3rd Grade
- Allison Minick, from Washington Kindergarten to Washington 2nd Grade
- Peggy Noble, from Simas 2nd Grade to King 4th Grade
- Juan Padilla, from King 6th Grade to Jefferson 8th Grade
- Veronica Pelayo-Morales, from Jefferson 3rd Grade FLI to Jefferson 6th Grade FLI
- Anne Ramos, from Richmond Kindergarten to Richmond, Transitional Kindergarten

Reinstatements

- Emily Carlton, from Roosevelt 6th Grade to Washington 6th Grade
- Alexandria Lemos, from King 4th/5th Grade to King 5th Grade
- Jeremy Princetta, from Simas 4th/5th Grade to Simas 5th Grade
- Jodi Prodoehl, from Richmond 4th/5th Grade to Richmond 5th Grade

- Gaosang Xiong, from Monroe 4th/5th Grade to Monroe 5th Grade
- g) Volunteers

<u>Name</u>	<u>School</u>
Jaclyn Egler	Monroe
Linda Hodson	Monroe

ADJOURN MEETING

Hanford Elementary School District
Minutes of the Regular Board Meeting
August 12, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 12, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, Hill and Revious were present.

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

- Real Property Negotiating- Centennial Drive and Grangeville Boulevard

Open Session Trustees returned to open session at 6:06 p.m.

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

Closed Session Action None

Public Comments None

Board and Staff Comments Superintendent Terry stated Hanford Elementary School District is ready to go for tomorrow's first day of school.

Requests to Address the Board None

Dates to Remember President Garner reviewed dates to remember: First day of School August 13th; Junior High Schools Back to School Night August 19th at 6:00 p.m.; Jefferson Charter Back to School Night on August 25th at 6:00 p.m.; Regular Board Meeting on August 26th at 5:30 p.m.; and Elementary Schools Back to School Night August 27th at 6:00 p.m.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated 6/19/15, 6/30/15, 7/12/15, 7/16/15, 7/24/15, 7/31/15 and 8/7/15.
- b) Minutes of Regular Board Meeting June 24, 2015.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

2015 – 2016 Budget Act

Nancy White, Chief Business Official, presented for information the public review of changes to revenue and expenditures to reflect the actual 2015 – 2016 Budget Act. Ed Code 42127(h) requires that no later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by the Budget Act. There are no expenditure changes at this time.

DELAC Report

Lucy Gomez, Director Curriculum and Instruction, presented for information a report of the District English Learner Advisory Committee (DELAC) May 20, 2015 meeting. Recommendations made by DELAC: make the achievement of EL students in all content areas a standing DELAC agenda item; add instructional coaches focusing on mathematics and integration of technology for 2015-16 school year; expand after school instruction for EL students at all school sites; explore the possibility of a parent outreach/education center; recommend that Board of Trustees approve the Consolidated Application of Funding; recommend no changes to the district's Title I parent involvement policy; and further study of the School Family Compact with revisions to be made in 2015-16.

Revisions to 2015-2016 LCAP

Superintendent Terry presented information on the revision make to the 2015-2016 Local Control Accountability Plan (LCAP). Several technical revision were made to the LCAP at the request of the Kings County Office of Education (KCOE). These revisions include changes in wording, organizational changes, and the addition of details under some sections. There are no budget changes.

BOARD POLICIES AND ADMINISTRATION

School Resource Officer Program Agreement Trustee Garcia made a motion to approve three (3) year agreement with City of Hanford and the Hanford Police Department to continue participation in the School Resource Officer Program. Trustee Hill seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes

Hernandez – Yes
Hill - Yes
Revious – Yes

**SARB
Agreement**

Trustee Hill made a motion to approve School Attendance Review Board (SARB) Agreement with Kings County Office of Education for 2015-2016 school year. Trustee Hernandez seconded; motion carried 5-0:

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

**DELAC &
Document
Tracking
Services
Contract**

Trustee Garcia made a motion to approve consultant contract with Document Tracking Services for written translation of 2014-2015 District English Learner Advisory Committee (DELAC) meeting minutes and School Site Council meeting minutes. Trustee Hill seconded; motion carried 5-0:

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

**Matt Vaudry &
John Stevens
Contract**

Trustee Garcia made a motion to approve consultant contract with Conflict Resolution Unlimited (CRU) to provide two (2) trainers to conduct a full day session with HESD Student Specialists, Counselors, and Psychologists on conflict mediation. Trustee Hill seconded; motion carried 5-0:

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

**Sinclair
Research Group
Contract**

Trustee Hill made a motion to approve consultant contract with Matt Vaudry and John Stevens to provide a 6 hour training entitled La Cucina Matematica on Friday, October 23, 2015 for HESD teachers in grades 6–8. Trustee Hernandez seconded; motion carried 5-0:

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

**Architectural
Services
Agreement**

Trustee Revious made a motion to approve consultant contract with Sinclair Research Group to provide the HESD Induction Program a complete program evaluation for the General Education Teacher Induction Program for 2015-2016. Trustee Hill seconded; motion carried 5-0:

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

County of Kings Fleet Services Agreement Trustee Garcia made a motion to approve Architectural Agreement with Mangini Associates for the new administration building addition to Monroe School. The current administration building will stay and be remodeled as a staff work room. Trustee Revious seconded; motion carried 5-0:

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

Purchase from County of Kings Fleet Services Division Trustee Hill made a motion to approve the purchase of condensed natural gas from the County of Kings Fleet Services division to fuel the District's Honda Civic natural gas vehicle for 1 year. Trustee Garcia seconded; motion carried 5-0:

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

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "m" together. Trustee Garcia seconded; motion carried 5-0:

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

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

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

Item "a" – Employment The following items were approved:
Management/Professional Specialist/Confidential

- Jessica Valencia, Administrative Assistant – 8.0 hrs., Superintendent's Office/DO, effective 7/20/15

Certificated

- Kacey Cawley, Teacher, Intern, effective 8/10/15
- Mannylen Lababit, Teacher, Probationary I, effective 8/10/15

Classified

- Allyson Amos, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Demi Balbina, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Miranda Banuelos, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/7/15
- Vanessa Carson, Health Care Assistant – 6.0 hrs., Wilson, effective 8/7/15
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 8/12/15
- Candace Crewse, Media Services Aide – 5.5 hrs., Kennedy, effective 7/29/15
- Kyle Griffin, Computer Maintenance Technician – 8.0 hrs., HESDNet/DO, effective 7/13/15
- Nancy Guinn, Bilingual Health Care Assistant – 6.0 hrs., Jefferson, effective 8/7/15
- Lizette Gutierrez, Bilingual Clerk Typist II – 8.0 hrs., Roosevelt, effective 7/29/15
- Erica McFarland, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Judie Morgan, Bus Driver – 4.5 hrs., Transportation/DSF, effective 8/11/15
- Karlotta Richardson, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 8/13/15
- Tonya Sims, Food Service Worker I – 3.0 hrs., Richmond, effective 8/12/15
- Charles Williams, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Sabine Appleby, Short-term Yard Supervisor – 1.0 hr. (M & F), Hamilton, effective 8/17/15 to 5/27/16
- Renee Barker, Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15
- Margaret Blasko, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15
- Bruce Bowen, Substitute Custodian I and Warehouse/Reprographic and Mail Technician, effective 7/24/15
- Quinton Green, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15
- Savina Guzman, Yard Supervisor – 2.75 hrs., King, effective 8/13/15
- Christina Heckathorn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.75 hrs., Kennedy, effective 8/13/15 to 10/16/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 8/13/15
- Olga Hernandez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 7/29/15
- Christina Horn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.75 hrs., Lincoln, effective 8/13/15 to 10/16/15
- Christina Jenkins, Short-term Yard Supervisor – 1.75 hrs., Monroe,

effective 8/13/15 to 10/16/15

- Diana Lugo, Yard Supervisor – 2.0 hrs., Jefferson, effective 8/13/15
- Judy McCarty-Winston, Yard Supervisor – 2.25 hrs., Monroe, effective 8/13/15
- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Alyssa Null, Substitute Yard Supervisor, effective 8/13/15
- Memory Oebel, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 8/13/15
- Felimena Reynolds, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Menchu Rosaroso, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Lisa Rose-Houston, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.25 hrs., Simas, effective 8/13/15 to 10/16/15
- Stephanie Trueblood, Substitute Clerk Typist II, Media Services Aide and Special Education Aide, effective 7/29/15
- Alexis Villa, Yard Supervisor – 2.5 hrs., Roosevelt, effective 8/13/15
- Sandra Virden, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Lesley Walker Flores, Yard Supervisor – 1.25 hrs., Hamilton, effective 8/13/15
- Joshua Washburn, Substitute Custodian I, effective 7/28/15
- Cameron Weaver, Substitute Groundskeeper II and Warehouse/Reprographic and Mail Technician, effective 7/20/15

***Item "b" –
Resignations***

- Robert Alvarez, Substitute Babysitter, Custodian I and Yard Supervisor, effective 6/1/15
- Stephanie Carroll, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/5/15
- Patricia Dondero, Teacher, Simas, effective 6/5/15
- Danielle Fernandez, READY Program Tutor – 4.5 hrs., Simas, effective 6/5/15
- Tracy Heinrich, Yard Supervisor – 2.5 hrs, Monroe, effective 6/3/15
- Kimberly Hicks, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Anna Lopez, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/5/15
- Ramona Mendoza, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Vanessa Mendoza, Substitute READY Program Tutor, effective 4/28/15
- Diego Moreno, Teacher, Richmond, effective 6/29/15
- George Puente, Substitute Groundskeeper I and Warehouse/Reprographic and Mail Technician, effective 3/6/15
- Maria Ramirez Tule, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Maria Reyes, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 3/10/14
- Rosa Sedano, Bilingual Clerk Typist I, Clerk Typist I, READY Program

Tutor, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 6/5/15

- Anthony Silva, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 7/2/15
- Anjali Williams, READY Program Tutor – 4.5 hrs., Monroe, effective 8/24/15

***Item "c" –
Request to be
Removed from
Classified
Substitute
List/Failure to
Respond***

- Leticia Alvarez, Substitute Food Service Worker I, READY Program Tutor and Yard Supervisor, effective 5/4/15
- Jaqueline Bravo, Substitute Food Service Worker I/II, effective 2/6/15
- Kayla Burkett, Substitute Yard Supervisor, effective 3/25/15
- Sindal Burkett, Substitute Yard Supervisor, effective 3/27/15
- Nydia Caballero, Substitute Bilingual Aide I, effective 2/2/15
- Melinda Casarez, Substitute READY Program Tutor, effective 8/19/14
- Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 12/2/14
- Selena Flores, Substitute Yard Supervisor, effective 4/21/15
- Amy Garcia, Substitute Food Service Worker I and Yard Supervisor, effective 6/4/15
- Aaron Green, Substitute Custodian I, effective 2/2/15
- Joe Grijalva, Substitute Groundskeeper II, effective 2/10/15
- Jesus Martinez, Substitute READY Program Tutor, effective 3/2/15
- Kevin Mazza, Substitute Custodian I, Groundskeeper I and Yard Supervisor, effective 4/16/15
- Alyssa Mendoza-Barnes, Substitute Food Service Worker I and Yard Supervisor, effective 12/10/14
- Christopher Reed, Substitute Custodian I, Groundskeeper I and Warehouse/Reprographics and Mail Technician, effective 12/3/14
- Karina Rosas, Substitute READY Program Tutor, effective 12/23/14
- Zachary Stewart, Substitute Custodian II, Groundskeeper II and Warehouse/Reprographics and Mail Technician, effective 1/15/15
- Shaka Sudds, Substitute Babysitter and Yard Supervisor, effective 9/7/11
- Megan Sullivan, Substitute READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 9/12/14
- Luis Valtierra Carrera, Substitute Groundskeeper II, effective 12/5/14
- George Velasco, Substitute Custodian II and Groundskeeper I, effective 12/19/14
- Melissa Mullins, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Roosevelt, effective 8/12/15

***Item "d" –
Voluntary
Reduction in
Hours/Transfer***

***Item "e" –
More
Hours/Transfer***

- Alicia Martinez, Food service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/12/15

***Item "f" –
Administrative
Transfer***

- Krystal Ibanez, READY Program Tutor – 4.5 hrs., from Simas to Washington, effective 8/7/15

***Item "g" –
Temporary Out-
of-Class
Assignment***

- Courtney Acton, from Special Education Aide – 5.0 hrs., to Student Specialist – 8.0 hrs., Simas, effective 7/29/15 to 8/21/15
- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 6/29/15 to 8/14/15

***Item "h" –
Promotions***

- Michal "Mac" McWay, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Washington, effective 8/7/15
- Doug Rose, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Supervisor, Maintenance – 8.0 hrs., DSF, effective 8/3/15
- Marla Yadon, from Teacher to Learning Director, King, effective 7/29/15

***Item "i" –
Reassignment***

- Jason Brasil, from Learning Director, King to Vice Principal, Wilson, effective 7/29/15

***Item "j" –
Leave of
Absence***

- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 11/10/15, restoration of health

***Item "k" –
National
University***

- Approval of an Internship Contract Agreement with National University Authorize Agreement between Hanford Elementary School District and National University for the placement of Intern Teachers effective June 29, 2015 until such time as either party gives 30 days notice of its intent to terminate agreement.

***Item "l" –
Fresno Pacific
University***

- Approval of an Internship Credential Program Agreement with Fresno Pacific University
Authorize Agreement between Hanford Elementary School District and Fresno Pacific University for preparation of Teacher Intern Ashley C. Stokes for the 2015-2016 school year

***Item "m" –
Fresno State
University***

- Approval of an Internship Credential Program Agreement with Fresno State University
Authorize Agreement between Hanford Elementary School District and Fresno State University for preparation of Teacher Intern Jennifer Broussard for the 2015-2016 school year.

Superintendent Terry congratulated Mrs. Jessica Valencia, his new Administrative Assistant that has been with Hanford Elementary School District for 3 weeks.

FINANCIAL

**Declaration of
Surplus
Property**

Trustee Garcia made a motion to approve declaration of property as surplus and disposition of such by sale, donation to charitable organization, scrap or dumping. Trustee Revious seconded; motion carried 5-0:

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

**Lost Control
Services
Agreement**

Trustee Garcia made a motion to approve agreement with Keenan and Associates for Loss Control Services. Keenan and Associates will provide property and liability safety inspections and follow-up audits. Trustee Hill seconded; motion carried 5-0:

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

Adjournment

There being no further business, President Garner adjourned the meeting at 6:40 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-114	D	Washington	Kings River	8/26/15
I-115	D	Washington	Kings River	8/26/15
I-116	D	Washington	Kings River	8/26/15
I-117	A	Wilson	Lemoore	8/26/15
I-118	A	Washington	Kings River	8/26/15
I-119	D	Hamilton	Lakeside	8/26/15
I-120	D	Hamilton	Lakeside	8/26/15
I-121	A	Jefferson	Pioneer	8/26/15
I-122	A	Simas	Pioneer	08/26/15
I-123	A	Wilson	Pioneer	08/26/15
I-124	A	Richmond	Central	08/26/15
I-125	A	Hamilton	Fowler	08/26/15
I-126	A	Jefferson	Pioneer	08/26/15
I-127	A	Simas	Fresno	08/26/15
I-128	A	Wilson	Pioneer	08/26/15
I-129	A	Jefferson	Lemoore	08/26/15
I-130	A	Simas	Lakeside	08/26/15
I-131	A	Simas	Pioneer	08/26/15
I-132	A	Roosevelt	Armona	08/26/15
I-133	A	Roosevelt	Armona	08/26/15
I-134	A	Wilson	Lakeside	08/26/15
I-135	A	Roosevelt	Lemoore	08/26/15
I-136	D	Wilson	Pioneer	08/26/15
I-137	A	JFK	Pioneer	08/26/15
I-138	A	Jefferson	Pioneer	08/26/15
I-139	A	Washington	Visalia	08/26/15
I-140	A	Monroe	Lemoore	08/26/15
I-141	A	MLK	Armona	08/26/15
I-142	A	MLK	Armona	08/26/15
I-143	A	Hamilton	Kit Carson	08/26/15
I-144	A	Washington	Pioneer	08/26/15
I-145	A	JFK	Armona	08/26/15
I-146	D	Roosevelt	Armona	08/26/15
I-147	A	MLK	Armona	08/26/15
I-148	A	MLK	Armona	08/26/15
I-149	A	Jefferson	Pioneer	08/26/15
I-149	A	JFK	Kings River	08/26/15
I-150	A	Jefferson	Kings River	08/26/15
I-151	A	Jefferson	Central Union	08/26/15
I-152	A	Roosevelt	Armona	08/26/15
I-153	A	Wilson	Lakeside	08/26/15

No	A/D	Sch Req'd	Home Sch	BD Date
O-087	A	Kit Carson	Washington	8/26/15
O-088	A	Pioneer	Washington	8/26/15
O-089	A	Armona	JFK	8/26/15
O-090	A	Kit Carson	Lincoln	8/26/15
O-091	A	Kit Carson	Lincoln	8/26/15
O-092	A	Armona	Roosevelt	08/26/15
O-093	A	Armona	Roosevelt	08/26/15
O-094	A	Kit Carson	Washington	08/26/15
O-095	A	Kit Carson	Hamilton	08/26/15
O-096	A	Kit Carson	Hamilton	08/26/15
O-097	A	Armona	Roosevelt	08/26/15
O-098	A	Armona	Roosevelt	08/26/15
O-099	A	Armona	Roosevelt	08/26/15
O-100	A	Armona	Roosevelt	08/26/15
O-101	A	Visalia	Roosevelt	08/26/15
O-102	A	Lemoore	Monroe	08/26/15
O-103	A	Lemoore	Monroe	08/26/15
O-104	A	Kings River	Monroe	08/26/15
O-105	A	Kings River	Monroe	08/26/15
O-106	A	Pioneer	simas	08/26/15
O-107	A	Armona	Wilson	08/26/15
O-108	A	Armona	Wilson	08/26/15
O-109	A	Kit Carson	JFK	08/26/15
O-110	A	Kit Carson	Hamilton	08/26/15
O-111	A	Pioneer	Simas	08/26/15
O-112	A	Kit Carson	Hamilton	08/26/15
O-113	A	Riverdale	Wilson	08/26/15
O-114	A	Lemoore	Monroe	08/26/15
O-115	A	Armona	Simas	08/26/15
O-116	A	Armona	Monroe	08/26/15
O-117	A	Armona	Monroe	08/26/15
O-118	A	Pioneer	Monroe	08/26/15
O-119	A	Pioneer	Monroe	08/26/15

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jason Strickland

DATE: August 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 26, 2015


ITEM: A donation from Pleasant Valley State Prison to John F. Kennedy Junior High of (1) Smart Board - model number SB680WB, (1) 4x8 Dry Erase white board and (1) 4x6 Dry Erase white board.

PURPOSE: Instructional**FISCAL IMPACT:** None**RECOMMENDATIONS:** For Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: August 17, 2015

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

Date you wish to have your item considered: August 26, 2015

ITEM: Kohl's Department Stores, Inc. Donation**PURPOSE:** Donation from Kohl's Department Stores, Inc., to Monroe Elementary to support to support their National Go Green, Recycling Awareness program**FISCAL IMPACT:** Increase of \$1,500.00 to the Monroe Parent Teacher Club**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry ✓

FROM: Joy Gabler ✓

DATE: August 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 2015

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

- BP 6162.51 – State Academic Achievement Tests
- AR 6162.51 – State Academic Achievement Tests

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

FISCAL IMPACT: None

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

Hanford ESD

Board Policy

State Academic Achievement Tests

BP 6162.51

Instruction

The Governing Board of Trustees recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and may be used to promote high-quality teaching and learning. The Superintendent or designee shall administer mandatory student assessments within the California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with Board policy and administrative regulation.

(cf. 6011 - Academic Standards)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.54 - Test Integrity/Test Preparation)
 (cf. 9321 - Closed Session Purposes and Agendas)
 (cf. 9321.1 - Closed Session Actions and Reports)

The Board strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and administrative regulation.

(cf. 0520.2 - Title I Program Improvement Schools)
 (cf. 0520.3 - Title I Program Improvement Districts)

The Board shall annually examine state assessment results by school, grade level, and student subgroup as one measure of the district's progress in attaining its student achievement goals and shall revise the local control and accountability plan and other district or school plans as necessary to improve student achievement for underperforming student groups.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0500 - Accountability)

Legal Reference:
 EDUCATION CODE

49076 Student records; access
 51041 Evaluation of educational program
 52052 Academic Performance Index; numerically significant student subgroups
 52060-52077 Local control and accountability plan
 56345 Individualized education program, contents
 60600-60630 Assessment of academic achievement
 60640-60649 California Assessment of Student Performance and Progress
 60660-60663 Electronic learning assessment resources
 60810 Assessment of language development
 99300-99301 Early Assessment Program
 CODE OF REGULATIONS, TITLE 5
 850-864 State assessments
 UNITED STATES CODE, TITLE 20
 1412 Participation of students with disabilities in state assessments
 6311 Adequate yearly progress
 CODE OF FEDERAL REGULATIONS, TITLE 34
 200.1 Standards and assessment

Management Resources:

CSBA PUBLICATIONS

Supporting Student Achievement: Student Assessment System in Flux, Governance Brief, June 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Assembly Bill 484 Questions and Answers

CALIFORNIA STATE UNIVERSITY PUBLICATIONS

The Early Assessment Program: Handbook for School Site Leaders, 2008

SMARTER BALANCED ASSESSMENT CONSORTIUM PUBLICATIONS

Usability, Accessibility, and Accommodations Guidelines, September 2013

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

The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2000

WEB SITES

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

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

California Learning Resources Network: <http://clrn.org>

California State University, Early Assessment Program: <http://www.calstate.edu/eap>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 17, 2002 Hanford, California

revised: December 14, 2005

revised: September 5, 2007

revised: October 8, 2014

revised:

Hanford ESD

Administrative Regulation

State Academic Achievement Tests

AR 6162.51

Instruction

The district Superintendent or designee shall administer the following assessments in the California Assessment of Student Performance and Progress: (Education Code 60640)

~~1. The Smarter Balanced Assessment Consortium summative assessments for English language arts and mathematics, aligned with Common Core State Standards, in grades 3-8 and 11~~

~~(cf. 6142.91 Reading/Language Arts Instruction)~~

~~(cf. 6142.92 Mathematics Instruction)~~

~~All (CAASPP) to all district students at the applicable grade levels shall be administered these tests, except that:~~

~~a. English learners who are in their first 12 months of attending a school in the United States shall be those students exempted from taking the English language arts assessment to the extent allowed by federal law.~~

~~b. Students with disabilities may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below~~

~~(cf. 6159 Individualized Education Program)~~

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

~~2. California Standards Tests in science at grades 5, 8, and 10~~

~~(cf. 6142.93 Science Instruction)~~

~~3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations, the California Alternate Performance Assessment (CAPA) in English language arts and mathematics for students in grades 2-11 and either the CAPA or California Modified Assessment in science for students in grades 5, 8, and 10, in accordance with the student's IEP~~

~~4. The Standards Based Test in Spanish (STS) to Spanish-speaking English learners in~~

~~grades 2-11. This test shall be administered to English learners in addition to the state achievement tests administered in English.~~

~~(cf. 6174 - Education for English Language Learners)~~

~~—— The STS also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient.~~

~~5. For students in grade 11 on a voluntary basis, an augmented achievement test approved for use in the Early Assessment Program as a measure of students' readiness for college-level work in English and/or mathematics pursuant to Education Code 99300-99301~~

~~Testing Period~~

~~The state achievement tests shall be administered within the testing period established by the State Board of Education (SBE) pursuant to Education Code 60640. Students who are absent during testing shall be provided an opportunity to take the tests during the period of time established by the SBE for make-up testing.~~

~~Exemptions~~

~~A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. However, district employees shall not solicit or encourage any written exemption on behalf of any student or group of students. (5 CCR 852)~~

~~Testing Variations~~

The district shall permit any locally funded charter school to administer the CAASPP to its students in coordination with the testing of district students. In addition, the Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test examiner. (5 CCR 851)

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 6158 - Independent Study)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

~~Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and California Department of Education (CDE), except that students may be provided a tool, support, or accommodation that is specifically allowed pursuant to 5 CCR 853.5.~~

~~Accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)~~

Staff Responsibilities

On or before September 30 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE). ~~In addition, the~~. The Superintendent or designee shall also designate a coordinator for each test site. ~~The duties of the district and school site test coordinators shall include those specified in 5 CRR 857-858. (5 CCR 857-858)~~

The Superintendent or designee also shall appoint test examiner(s) to administer the state assessments. ~~A test examiner shall be an employee or contractor of the district or, for the CAPA~~ an alternate assessment for students with disabilities, shall be a certificated or licensed employee of the school, district, or county office of education. (5 CCR 850)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 850, 857-859)

Tests Included in the State Assessment System

The district shall administer the following CAASPP assessments: (Education Code 60640)

1. The Smarter Balanced Assessment Consortium assessments for English language arts and mathematics in grades 3-8 and 11, except that:

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

(cf. 6174 - Education for English Language Learners)

b. Students with disabilities who are unable to participate in these assessments, even with the resources described in the section "Testing Variations" below, may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below.

(cf. 6159 - Individualized Education Program)

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

2. Science assessments at grades 5, 8, and 10

(cf. 6142.93 - Science Instruction)

3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations or other testing resources:

a. California Alternate Assessment in English language arts and mathematics

b. For the science assessment, either the California Alternate Performance Assessment or California Modified Assessment, in accordance with the student's IEP

In addition, the Superintendent or designee may administer a primary language assessment to English learners in grades 2-11. Administration of this test shall not replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

The primary language assessment also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient, subject to the approval of the California Department of Education (CDE) of an agreement between the district and the state testing contractor. (Education Code 60640)

Exemptions

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 - Parental Notifications)

A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

The Superintendent or designee shall establish testing days for district students within the following testing windows: (5 CCR 855)

1. Assessments in English language arts and mathematics shall not be administered until at least 66 percent of the school's annual instructional days have been completed for grades 3-8, or at least 80 percent of the annual instructional days for grade 11, and may continue up to and including the last day of instruction for the regular school calendar.
2. Alternate assessments for students with disabilities and science assessments for all students shall be administered during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the school's, track's, or program's instructional days.
3. The primary language assessment shall be administered to English learners within the testing window specified in item #2.

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and CDE, except that, as appropriate, students may be provided universal tools, designated supports, and/or accommodations during testing that are specifically allowed

pursuant to 5 CCR 853.5 or 853.7. (5 CCR 850, 853.5, 853.7)

Designated supports or accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)

If a resource has not been specifically identified in 5 CCR 853.5 or 853.7 but is regularly used by a student in the classroom for instruction and/or assessment, the district or school site test coordinator may submit a written request to the CDE for approval to use that individualized aid. He/she shall submit the request at least 10 business days prior to the student's first day of CAASPP testing. (5 CCR 853.5)

Report of Test Results

~~Report of Test Results~~

For any state assessments that produce valid individual student results, the Superintendent or designee shall ~~provide a written report of the student's results to his/her parents/guardians which includes forward~~ or transmit the student's test results to his/her parents/guardians within 20 working days from receipt of the results from the test contractor or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. -An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641; 5 CCR 863)

(cf. 5125 - Student Records)

~~(cf. 5145.6 - Parental Notifications)~~

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board of Trustees at a regularly scheduled meeting.- The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: July 17, 20002 Hanford, California
revised: September 5, 2007

revised: May 7, 2008
revised: May 20, 2009
revised: October 8, 2014
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 215

ITEM: Receive the following revised Board Policy for information:

- BP 0200 – Goals for the School District (revised)

PURPOSE: The following Exhibit 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 Policy

Goals For The School District

BP 0200

Philosophy, Goals, Objectives and Comprehensive Plans

~~The Board~~As part of Trustees the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals for achieving the focused on the achievement of all district students. The district's overall vision for its schools as well as clear performance standards and benchmarks which can be used to determine if the district is meeting these goals. Goals shall be limited in number so as to be reasonably achievable within established timelines. aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

~~(cf. 0500 - Accountability)~~

~~(cf. 6010 - Goals and Objectives)~~

(cf. 9000 - Role of the Board)

~~The Superintendent or designee may establish short-term, interim objectives and comprehensive plans to ensure adequate, regular progress toward the district's long-term goals.~~

~~(cf. 0400 - Comprehensive Plans)~~

The district's goals are to:-

1. ~~—— Maintain safe, healthful and orderly campuses which promote learning.~~

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for ~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 5144 - Discipline)~~

2. ~~—— Provide appropriate instruction to meet the varied academic and career goals of students by identifying and responding to individual student needs.~~

~~(cf. 6000 - Concepts and Roles)~~

~~(cf. 6030 - Integrated Academic and Vocational Instruction)~~

3. ~~—— Ensure that all students achieve academic proficiency in essential areas of skill and~~

knowledge.

(cf. 6011—Academic Standards)

(cf. 6146.1—High School Graduation Requirements)

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

4.—— Provide for the specialized needs of identified groups of students.

(cf. 6164.4—Identification of Individuals for Special Education)

(cf. 6164.6—Identification and Education under Section 504)

(cf. 6171—Title I Programs)

all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. (cf. 6172—Gifted and Talented Student 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175—Migrant Education Program)

5.—— Develop each student's self-respect, respect for others, appreciation for diversity and sense of personal responsibility.

(cf. 5137—Positive School Climate)

(cf. 6141.6—Multicultural Education)

6.—— Provide time and resources for collaboration, planning and professional development for all staff.

(cf. 4131—Staff Development)

(cf. 4231—Staff Development)

(cf. 4331—Staff Development)

7.—— Maintain fiscal integrity for the district.

(cf. 3100—Budget)

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

(cf. 3460—Financial Reports and Accountability)

8.—— Improve the organization, management and decision-making structure and capabilities of the district to better support the education of students.

~~(cf. 0420.5 - School Based Decision Making)~~
~~(cf. 2000 - Concepts and Roles)~~

9. ~~Employ technology in ways that enhance learning, teaching and noninstructional operations.~~

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
~~(cf. 4040 - Employee Use of Technology)~~
~~(cf. 6162.7 - Use of Technology in Instruction)~~
~~(cf. 6163.45030 - Student Use of Technology Wellness)~~
(cf. 6171 - Title I Programs)

10. ~~Provide and maintain facilities to meet the needs of present and future students.~~

~~(cf. 7000 - Concepts and Roles)~~
~~(cf. 7110 - Facilities Master Plan)~~

11. ~~Maintain positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools.~~

~~(cf. 1220 - Citizen Advisory Committees)~~
~~(cf. 1240 - Volunteer Assistance)~~
~~(cf. 1700 - Relations between Private Industry and the Schools)~~
~~(cf. 6020 - Parent Involvement)~~

~~12. — Collaborate with other public agencies and private organizations to ensure that children's physical, social and emotional needs are met.~~

~~(cf. 1020 — Youth Services)~~

~~(cf. 1400 — Relations between Other Governmental Agencies and the Schools)~~

~~13. — Provide a system of shared accountability for student achievement with clear performance standards and consequences.~~

~~(cf. 0500 — Accountability)~~

~~(cf. 0510 — School Accountability Report Card)~~

~~(cf. 2123 — Evaluation of the Superintendent)~~

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

~~(cf. 4215 — Evaluation/Supervision)~~

~~(cf. 4315 — Evaluation/Supervision)~~

~~(cf. 6162.5 — Student Assessment)~~

~~(cf. 9400 — Board Self-Evaluation)~~

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

CSBA: <http://www.csba.org> ~~Maximizing School Board Leadership: Vision, 1996~~

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 215

ITEM: Receive the following revised Board Policy for information:

- BP 2210 – Administrative Discretion Regarding Board Policy (revised/renamed)

PURPOSE: The following Exhibit 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 Policy

Administrative Leeway In Absence Of Governing Discretion Regarding Board Policy

BP 2210

Administration

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the power authority to act in cases where action must be taken and where the Board of Trustees has not provided guidelines for administrative action. The Board on behalf of the district.

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.5 - Emergency Schedules)

The Superintendent or designee shall notify the Board as soon as practicable after he/she exercises this authority. The Board president and the Superintendent shall schedule a review of the Superintendent's decision action at the next regular Board meeting. It shall be the duty of the Superintendent to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence and certainly prior to the Board's next regular meeting. The president shall use his/her discretion in informing the Board before its next regular meeting. If the action necessitates addition indicates the need for additions or revision of revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35161 Powers and duties; authority to delegate
35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: February 17, 1999 Hanford, California

revised: September 19, 2001

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 215

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

- BP/AR 5125 – Student Records (revised)

PURPOSE: The following Exhibit 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 Policy

Student Records

BP 5125

Students

The Governing Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish administrative regulations governing the identification, description retention, and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental the rights of authorized persons to review, inspect and copy have timely access to student records and shall protect the student students and the student's family their families from invasion of privacy.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. -At each school, the principal or a certificated designee employee shall be designated as custodian of records for students enrolled at that school.- The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.
(Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 _Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48918 _Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 ~~Pupil~~Student records

49091.14 Parental review of curriculum

51747 Independent study programs

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

CODE OF CIVIL PROCEDURE

1985.3 _Subpoena duces tecum

FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

GOVERNMENT CODE

6252-6260 Inspection of public records

HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

PENAL CODE

245 Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions701 Juvenile court law16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil/student records16020-1602816027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act1232h Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 26

152 Definition of dependent child

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy300.500 Definition of "personally identifiable"300.501 Opportunity to examine records for parents of student with disability300.573 Destruction of informationManagement Resources:FEDERAL REGISTERFinal Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONSData in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014U.S. DEPARTMENT OF EDUCATION PUBLICATIONSJoint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007WEB SITESCalifornia Department of Education: <http://www.cde.ca.gov>National School Boards Association: <http://www.nsba.org>U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpco>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Student Records

AR 5125

Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. -Student records include the student's health record.- (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for ~~stipulated~~specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5

CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

~~Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.~~

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

~~The following persons shall have~~In accordance with law, absolute access to any and all student records ~~in accordance with law~~shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student ~~age 18 years or older~~, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. —Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

~~In addition, the~~ Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

6

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all district students in grade 12 to the Cal Grant postsecondary financial aid program, except when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA (Education Code 69432.9)

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

7

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #67 above (Education Code 49076)

89. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

910. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

1011. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

1112. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

~~12~~13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

~~13~~14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

14

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #~~14~~12 above. (Education Code 49076)

~~15~~19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other

individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. —Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, ~~in which case unless the Superintendent or designee shall notify the student's parent/guardian has requested that no disclosures of his/her rights in accordance with law prior to releasing the information this type be made~~ (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

~~Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)~~

~~Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)~~

(cf. 5021 - Noncustodial Parents)

~~Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)~~

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological,

and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log ~~does not need to~~ may include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade

3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only ~~or~~ a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

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. 5145.3 - Nondiscrimination/Harassment)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
(cf. 5111 - Admission)
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
(cf. 5121 - Grades/Evaluation of Student Achievement)
7. Verification of or exemption from required immunizations
(cf. 5141.31 - Immunizations)
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

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

(cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. ~~Insofar as practicable~~ If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language ~~and insofar as practicable~~. The district shall effectively notify parents/guardians or eligible students with disabilities. -(Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law

11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those

specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian

b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 24, 2013 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 2015

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

- BP 6177 – Summer Learning Programs (revised/renamed)
- AR 6177 – Summer School (deleted)

PURPOSE: The following Exhibit 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 Policy

Summer School Learning Programs

BP 6177

Instruction

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

~~The Governing Board of Trustees recognizes that summer school provides valuable an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to improve their practice essential skills and make academic progress. When~~

~~Summer programs offered by the need is demonstrated and funds are available, the Superintendent or designee, with Board approval, shall establish summer school day classes for purposes of remediation, enrichment or acceleration district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.~~

Admission

~~First priority to enroll in summer classes shall be given to district students in grade two through eight, who have been assessed as not meeting the district's adopted standard in English Language Arts and Mathematics.~~

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care and Development Program)

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6143 - Courses of Study)

Second priority Summer School

***In addition, Education Code 54444.3 requires agencies receiving Title I Migrant Education funding to enroll in conduct summer classes shall be given to the district's school for eligible migrant students in grades K-8-12; see BP/AR 6175 - Migrant Education Program. ***

Attendance The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program)

(cf. 6171 - Title I Programs)

(cf. 6175 - Migrant Education Program)

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6179 - Supplemental Instruction)

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Have been retained or are at risk of being retained at their grade level

(cf. 5123 - Promotion/Acceleration/Retention)

2. Demonstrate academic deficiencies in core curriculum areas

(cf. 0460 - Local Control and Accountability Plan)

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

OPTION 1: The remaining openings shall be offered to other district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, consistent class attendance is crucial.

Students ~~students~~ who have more than three excused absences may not receive credit for their summer session class(es). ~~Students who have more than~~ or ~~one unexcused absence may not~~

receive credit for ~~their~~ summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses)

(cf. 6154 - Homework/Makeup Work)

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, he/she may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

(cf. 1020 - Youth Services)

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

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

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations

2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

(cf. 1330.1 - Joint Use Agreements)

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component

(cf. 3260 - Fees and Charges)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

4. Encouraging reading in the home, such as providing lists of recommended reading to

students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

5. Assigning summer vacation homework in core curricular subject(s) for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects

7. Arranging opportunities for community service

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

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

37252-37253 Summer school 37254.1 Supplemental instruction

39837 Transportation to summer employment programs for students not demonstrating progress toward exit examination

41505-41508 Pupil Retention Block Grant

41976.5 Summer school programs, substantially disabled persons or graduating high school seniors

42239 Summer school attendance apportionments, certification re hours of work experience-education

42239.5 Saturday school eligibility for summer school apportionments

42239.6 After school programs in year-round schools

46010 Total days of attendance; absences excluded in computing attendance

42238.01-42238.07 Local control funding formula

42238.8 Revenue limit per unit of average daily attendance

48070-48070.5 Promotion and retention

51210 Areas of study for elementary schools

51220 Areas of study for grades 7-12

51730-51732 Powers of Board of Trustees governing boards (authorization for elementary summer school classes)

54000-54033 Economic impact aid

54035-54036 Back-to-basics summer school reading 52060-52077 Local control and accountability plan

54444.3 Summer program for migrant students

56345 Extended-year program for special education students

58700-58702 Credit towards summer school apportionments for tutoring and homework assistance program

58806 Summer school apportionments

60851 Supplemental instruction toward exit examination-
 CODE OF REGULATIONS, TITLE 5
 3043 Extended school year, special education students
 11470-11472 Summer schoolsschool
 UNITED STATES CODE, TITLE 20
 6311-6322 Improving basic programs for disadvantaged students
 7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

Summer Learning and Wellness Resource Guide

School's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness, Policy Brief, April 2013

NATIONAL SUMMER LEARNING ASSOCIATION PUBLICATIONS

Healthy Summers for Kids: Turning Risk into Opportunity, May 2012

New Vision for Summer School, 2010

RAND CORPORATION PUBLICATIONS

Making Summer Count: How Summer Programs Can Boost Children's Learning, 2011

WEB SITES

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

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

National Summer Learning Association: <http://www.summerlearning.org>

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

RAND Corporation: <http://www.rand.org>

Summer Matters: <http://summermatters2you.net> ~~ATTORNEY GENERAL OPINIONS~~

~~70 Ops.Cal.Atty.Gen. 282 (1987)~~

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: January 14, 1998 Hanford, California

reviewed: May 16, 2001

revised:

DELETED

Hanford ESD**Administrative Regulation****Summer School**

AR 6177-

Instruction

~~Summer school shall be used to provide direct, systematic and intensive supplemental instruction to students in grades 2 through 8 who have been retained at grade level, identified as being at risk of retention, or identified as having a deficiency in mathematics, reading or written expression based on the results of multiple assessments in English Language Arts and Mathematics. (Education Code 37252.5)~~

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

~~(cf. 6162.5 Student Assessment)~~

~~When more than 10 percent of district students in grades 1 through 3 are reading below grade-level, the district may offer a special back-to-basics summer school program designed to increase students' ability to read English. This program shall offer direct reading instruction based on phonics and phonemic awareness and/or other state-approved instructional methodologies. To be eligible to participate, a student must have a test score that places him/her at one or more grade-levels below the grade level he/she will be leaving at the end of the school year. (Education Code 54036)~~

Implementation Procedures

~~1. Curriculum Services Department Head submits by March 20th of each year, Employment Request and Authorization Form for each certificated, classified and administrative summer school position to Personnel Department~~

~~2. Personnel Department posts summer school vacancies at all school sites by April 1st of each year.~~

~~3. Curriculum Services Department Head conducts interviews and selects all summer school personnel by April 30th of each year and submits written recommendations to the Personnel Department.~~

~~4. By May 15th, the Personnel Department submits names of summer school personnel for Board approval.~~

~~5. By May 25th of each year, Principals submit SCH 1046 forms to curriculum services.~~

~~6. The Personnel Department provides contract and written notice of assignment by May 30th of each year to all employees selected for summer school positions.~~

7. By May 30th of each year, Curriculum Services Department Head will submit a written request for keys to the Director of Facilities.

8. By June 5th of each year, Junior High School Principals will submit a list of seventh grade students who will be attending summer school in HESD and a list of eighth grade students who will attend summer school at HUHS.

9. By June 5th, Curriculum Services Department Head reviews with summer school personnel, the attendance accounting procedures for students and employees, the crime reporting procedures, employee time accounting procedures and all other relevant procedures.

All recommendations regarding summer school personnel are pending Board approval.

Closing Procedures

1. Junior High lead teacher and K-6 Summer School Administration submit final retention list and student growth reports to Curriculum Services Department on the last day of summer school.

2. Lead teachers/administrators submit attendance accounting information to the Office of Informational Services (for students) and to Fiscal Services (for employees) as well as employee time accounting records.

3. Lead teachers/administrators submit on the last day of summer school, the crime reports and return keys to the Director of Facilities.

Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT

approved: — November 11, 1997 — Hanford, California

reviewed: — May 16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 215

ITEM: Receive the following revised Exhibit for information:

- Exhibit 9323.2 – Actions by the Board (revised)

PURPOSE: The following Exhibit 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

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale, or Lease and Rental of District-Owned Real Property)
2. Resolution declaring intent of Governing Board of Trustees to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Temporary Request for temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s)
(Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)
7. ~~Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund~~
(Education Code 17582, 17583)

~~8. For districts with an ADA of 2,500 or less seeking to add~~

7. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

8. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9. For K-8 districts (and no higher grades) seeking When the district desires to add operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

~~10. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

(cf. 6185 - Community Day School)

~~11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)~~

(cf. 7214 - General Obligation Bonds)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12. Resolution to place a parcel tax on the ballot (Government Code 53724)

13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. ~~The expenditure~~Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. ~~Adoption~~Resolution for district borrowing based on issuance of a ~~resolution~~notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

3. Resolution for district borrowing, between July 15 and August 30, to borrow funds of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on average daily attendance~~ADA~~ for the preceding school year (Government Code ~~53822~~53823-53824)

34. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present

to establish that the value of such property would not defray the cost of arranging its sale.
(Education Code 17546)

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

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT
version: August 2006 Hanford, California
revised:

Exhi

bit 2

9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Board of Trustees of Hanford Elementary School District has received your cease and desist letter dated (date) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

HANFORD ELEMENTARY SCHOOL DISTRICT Exhibit
SCHOOL DISTRICT
version: October 9, 2013 Hanford, California

HANFORD ELEMENTARY

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 21, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 26, 2015

ITEM: Public Use of School Facilities

PURPOSE: Receive for information a review of past and current practices regarding public use of school facilities and discuss any potential revisions to current practices.

FISCAL IMPACT: None

RECOMMENDATIONS: None

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: August 3, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: August 26, 2015

ITEM: Consider approval of consultant contract with Tulare County Office of Education to provide 9 professional development sessions for Roosevelt K-6 teachers.

PURPOSE: Professional development training over nine sessions (9/8/15, 9/15/15, 9/22/15, 10/6/15, 10/13/15, 10/20/15, 11/3/15, 11/10/15 and 11/16/15) covering topics including: Implementation of Unit planning overview and lesson design.

FISCAL IMPACT (if any): \$10,500.00 from Roosevelt School Wide Program (SWP) funds.

RECOMMENDATION (if any): Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Donnie Arakelian

DATE: August 13, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 26, 2015

ITEM: Consultant Contract with Kings County Sports Officials (Grades 4-6)

PURPOSE: Request permission to once again have Kings County Sports Officials supply referees/umpires (flag football, girls' softball, and basketball) for HESD's Grades 4-6 after-school sports program during the 2015-16 school year.

FISCAL IMPACT: \$5,000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 13, 20 15, between the Hanford Elementary School District and Kings County Sports Officials - (Rod Lawrence) (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

Provide referees/umpires during the 2015-16 year for Grades 4-6 flag football, girls' softball, and boys'/girls' basketball.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay Kings County Sports Officials
the sum of Five thousand Dollars (\$ 5,000.00) for such services.

Consultant Signature	<u>Rod Lawrence</u>		
1066 Lassen Drive	Consultant Name		
Consultant's Address	<u>Hanford,</u>	<u>CA</u>	<u>93230</u>
562-67-2049	City	State	Zip Code
Social Security Number/Tax I.D.			

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0000-0-1135-1000-580009-057-0000

Board Approved: _____

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

ADM-009
Revised 8/03

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Donnie Arakelian

DATE: August 13, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 26, 2015

ITEM: Consultant Contract with Sports Officiating Services (Junior High sports)

PURPOSE: Request permission to once again have SOS (Sports Officiating Services) supply CIF referees/umpires (girls' volleyball, basketball, soccer, wrestling, baseball and softball) for 2015-16 John F. Kennedy and Woodrow Wilson home sports contests.

FISCAL IMPACT: \$10,000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 13, 20 15, between the Hanford Elementary School District and Sports Officiating Services (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

Sports Officiating Services (SOS) will furnish volleyball, basketball, soccer, wrestling, baseball, and softball officials used at JFK and Woodrow Wilson junior high schools' home athletic contests during the 2015-16 year.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay Sports Officiating Services the sum of Ten thousand Dollars (\$ 10,000.00) for such services.

Consultant Signature	<u>Harry Kargenian</u>		
1158 North Gem Street	Consultant Name		
Consultant's Address	<u>Tulare,</u>	<u>CA</u>	<u>93274</u>
<u>546-94-0238</u>	City	State	Zip Code
Social Security Number/Tax I.D.			

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0000-0-1135-1000-580009-057-0000

Board Approved: _____

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

ADM-009
Revised 8/03

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: August 17, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 26, 2015

ITEM:

Consider approval of the filing of the Notice of Completion for the Woodrow Wilson Jr. High School Kitchen Remodel.

PURPOSE:

To file the Notice of Completion with the Kings County Recorder's Office.

FISCAL IMPACT:

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

RECOMMENDATION:

We recommend that you approve the filing of the Notice of Completion for the Woodrow Wilson Jr. High School Kitchen Remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: August 17, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: August 26, 2015

ITEM:

Consider approval of proposal with CTL-SEE's, Inc. for a Soil and Geological Hazards Investigation for the new Administration Building and parking lot at Monroe School.

PURPOSE:

CTL-SEE's to provide the District with a preliminary soil and Geological Hazards Investigation for the new Administration Building and parking lot at Monroe School.

The content of the report is intended to provide information to be used by the project consultants in preparing site grading specifications, designing structure foundations, and pavement section design recommendations.

FISCAL IMPACT:

The estimated fee for this agreement is \$12,900 and will be paid from Fund 4000- Special Reserve - Capital Outlay.

RECOMMENDATION:


Approve proposal with CTL-SEE's, Inc. for a Soil and Geological Hazards Investigation for the new Administration Building and parking lot at Monroe School.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

79/81

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 17, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 26, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Alexis Farrar, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15
- Roxana Hernandez, READY Program Tutor – 4.5 hrs., Monroe, effective 8/7/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Mariah Romero, READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15
- Ashley Thomas, Health Care Assistant – 6.0 hrs., Kennedy, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Short-term Yard Supervisor - .75 hr. (M), 2.25 hrs. (T - Th), King, effective 8/13/15 to 10/16/15
- Vanessa Burch, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 8/13/15 to 10/16/15
- Shannon Callanan, Substitute Clerk Trainee, effective 8/13/15
- Amanda Chandler, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Shannon Corl, Substitute READY Program Tutor, effective 8/13/15
- Alicia Couto, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Cedric Harbor, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/13/15 to 10/16/15
- Raven Hawthorne, Substitute Yard Supervisor, effective 8/13/15

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Jamie Jordon, Substitute Clerk Typist II and Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15 to 10/16/15
- Guadalupe Lopez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 8/13/15 to 10/16/15
- Sherry Miller, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 3.0 hrs., Lincoln, effective 8/13/15 to 10/16/15
- Stacey Paez, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Breanna Young, Substitute READY Program Tutor, effective 8/7/15; Short-term READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15 to 9/25/15

b. Resignations

- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/21/15
- Rosalie Chavez, Substitute Yard Supervisor, effective 5/29/15
- Faith Faria, Substitute Clerk Typist II, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 8/14/15
- Emily Guilbeau, Substitute Alternative Education Program Aide, Food Service Worker I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/3/13

c. Administrative Transfer

- Maxine Sims, Special Circumstance Aide – 5.75 hrs., Monroe to Special Circumstance Aide – 5.75 hrs., King, effective 8/17/15

d. Temporary Out-of-Class Assignment

- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 8/17/15 to 8/31/15

e. Leave of Absence

- Kerry Pierotte, Teacher, Washington, effective 8/24/15 to 8/28/15

f. Certificated Transfers/Reassignments, effective 8/10/15Involuntary Transfers

- Joe Byers, from Roosevelt 2nd Grade to Roosevelt 1st Grade
- Janie Everett, from Washington 1st Grade to Washington 5th Grade
- Amy Gonsalves, from Monroe 1st Grade to Monroe 2nd Grade
- Jaqueline Huerta, from Lincoln 3rd Grade to Lincoln 2nd Grade
- Steven Mueller, from Lincoln 4th Grade to Kennedy 8th Grade Math/Science
- Jennifer Nunes, from King 1st Grade to King 2nd Grade
- Tagen Ormonde, from Simas 1st Grade Simas 2nd Grade
- Marlena Sotelo, from Roosevelt 3rd Grade to Roosevelt 1st Grade

Voluntary Transfers

- Crystal Avila, from Washington Kindergarten to Roosevelt Kindergarten
- Peggy Bell, from Washington Kindergarten to K-6 Physical Education
- Angel Bravo, from Jefferson 6th Grade FLI to Jefferson 5th Grade FLI
- Danielle Darpli, from Monroe 4th Grade to Wilson 8th Grade ELA/Social Studies
- Claudia Davis, from Simas 5th Grade to Simas 6th Grade
- Melissa Ediger, from Washington Kindergarten to Richmond Kindergarten
- Marissa Henderson, from King 3rd Grade to King Teacher on Special Assignment
- Damien Juarez, from Wilson 8th Grade ELA/Social Studies to K-6 Physical Education
- Jessica Knodel, from Hamilton 4th Grade to Richmond 4th Grade
- Bethaney Kuenning, from Washington 2nd Grade Washington 3rd Grade
- Allison Minick, from Washington Kindergarten to Washington 2nd Grade
- Peggy Noble, from Simas 2nd Grade to King 4th Grade
- Juan Padilla, from King 6th Grade to Jefferson 8th Grade
- Veronica Pelayo-Morales, from Jefferson 3rd Grade FLI to Jefferson 6th Grade FLI
- Anne Ramos, from Richmond Kindergarten to Richmond, Transitional Kindergarten

Reinstatements

- Emily Carlton, from Roosevelt 6th Grade to Washington 6th Grade
- Alexandria Lemos, from King 4th/5th Grade to King 5th Grade
- Jeremy Princetta, from Simas 4th/5th Grade to Simas 5th Grade
- Jodi Prodoehl, from Richmond 4th/5th Grade to Richmond 5th Grade
- Gaosang Xiong, from Monroe 4th/5th Grade to Monroe 5th Grade

g. Volunteers

<u>Name</u>	<u>School</u>
Jaclyn Egler	Monroe
Linda Hodson	Monroe

RECOMMENDATION: Approve.