

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA & STUDY SESSION

Wednesday, February 10, 2016

HESD District Office Board Room

714 N. White Street, Hanford, CA

STUDY SESSION

4:00 p.m.

- Study Session on 10 Year Facility Master Plan

REGULAR BOARD MEETING

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information*)

Administrative Panel Recommendations

Case# 15-14 - Kennedy

Case# 16-07 - Roosevelt

Case# D-04-13-15 - CDS

Case# 16-11 – Monroe

- **Personnel** (*Pursuant to Government Code 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions*)
Public Employee Discipline/Dismissal/Release – (GC 54957)

OPEN SESSION

- Take action on Student Discipline and Closed Session Items

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.)

- Public comments
- Board and staff comments
- Requests to address the Board at future meetings
- Review Dates to Remember

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated January 22, 2016 and January 29, 2016
- b) Approve minutes of Regular Board Meeting January 27, 2016
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$525.00 from MLK Parent Teacher Club to MLK School
- e) Approve donation of \$1,599.87 from Hamilton Hornets Parent Teacher Club and \$536.20 from BoxTops for Education to Hamilton School
- f) Approve donation of \$1,500.00 from Washington PTC to HESD
- g) Approve donation of \$500.00 from Central CA Asthma Collaborative to Hamilton School
- h) Approve donation of \$3,500.00 from Hanford Babe Ruth to JFK new score board

3. INFORMATION ITEMS

- a) Receive for information a report from the Hanford Elementary LCAP Parent Advisory Committee (PAC) October 27, 2015 Meeting (Carlton)
- b) Receive for information a report from the District English Learner Advisory Committee (DELAC) October 28, 2015 Meeting (Gomez)
- c) Receive for information the following revised Administrative Regulation: (Carlton)
 - AR 0460 – Local Control Accountability Plan
- d) Receive for information the following revised Administrative Regulation: (Martinez)
 - AR 4354 – Health and Welfare Benefits

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the updated 2015-2016 HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners (Carlton)
- b) Consider approval for Out-of-State travel for ISTE 2016 Conference and Professional Development (Goldsmith)
- c) Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the addition of two relocatable classrooms (Mulligan)
- d) Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor for the District Central Kitchen remodel (Mulligan)
- e) Consider approval to solicit bids for the District Central Kitchen Remodel project (Mulligan)
- f) Consider approval of the following revised Exhibit: (Terry)
 - E 0420.41 – Charter School Oversight
- g) Consider approval of the following deleted Board Policy: (Terry)
 - BP 0520.4 – Quality Education Investment Schools
- h) Consider approval of the following revised Board Policy: (Terry)
 - BP 3312 – Contracts

5. PERSONNEL (Martinez)

a) Employment

Temporary Employees/Substitutes/Yard Supervisors

- Dominique Huffman, Substitute READY Program Tutor, effective 2/1/16
- April Tamayo, Substitute Yard Supervisor, effective 1/26/16
- Charles Williams, Substitute Yard Supervisor, effective 9/11/15

b) Resignations

- Rubi Cortez, Substitute Yard Supervisor, effective 10/8/15
- Leyanne Forero, Teacher, Hamilton, effective 6/3/16
- Tara Laghaifar, Teacher, King, effective 6/3/16
- Kevin Mazza, Substitute Custodian II, effective 9/11/15
- Carlene Ogren, Teacher, Roosevelt, effective 6/3/16
- Suzanne Silva, Food Service Worker II – 2.5 hrs., Kennedy, effective 1/29/16
- Judy McCarty-Winston, Yard Supervisor – 2.25 hrs., Monroe, effective 1/29/16

c) Retirements

- Lisa McClurg, Teacher, King, effective 6/3/16

d) Termination of Employment

- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 1/18/16

e) Superintendent's Request for Release from Contract

- Paul J. Terry, Ed.D., Superintendent – Retirement, effective 7/29/16

f) Temporary Out of Class Assignment/More Hours

- Courtney Acton, from Special Education Aide 5.0 hrs., to Student Specialist – 8.0 hrs., Simas, effective 2/10/16 to 2/12/16

g) Volunteers

<u>Name</u>	<u>School</u>
Nely Rodriguez	Hamilton
Rosio Fierro	Jefferson
Jesus Dominguez	King
Adela Rojas	King
Anna Quair	Monroe
Matthew Rayburn	Monroe
Kristin Uldall (HESD Employee)	Monroe
Yolanda Figueroa	Richmond
Kyla Baker (HESD Employee)	Simas
Adaline Delgadillo	Simas
Kristine Lusk	Simas
Catherine Beaumont	Washington
Billy Cortez	Washington
Lisa Tabarez	Washington
Raymond Tabarez	Washington
Brian Thayer	Washington
Lorraine Uldall	Washington
Alyssa Sanchez	Wilson
Desiree Medina	Monroe/Wilson
Jason Raygoza	Richmond/Kennedy

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: January 22, 2016

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

Date you wish to have your item considered: February 10, 2016

ITEM: Student Discipline and Administrative Panel Recommendations

PURPOSE:

Case# 15-14 - Kennedy
Case# 16-07 – Roosevelt
Case# D-04-13-15 - CDS
Case# 16-11 - Monroe

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 01/29/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 02/11/2016

ITEM: Approval of warrants

PURPOSE: The administration is requesting the approval of the warrants listed on the registers dated: 01/22/16 and 01/29/16.

FISCAL IMPACT: See attached.

RECOMMENDATIONS: Approve the warrants.

Warrant Register For Warrants

Dated 01/22/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12509786	1142	MICHELE ALEXANDER	\$43.20
12509787	5902	RAQUEL ALVAREZ	\$66.69
12509788	6431	AMAZON.COM Inst'l mat'l's/Other Supp./Office Supp./Maint.	\$2,970.14
12509789	59	AMERIPRIDE UNIFORM SERVICES Map/mat Service/Laundry	\$2,531.04
12509790	59	AMERIPRIDE UNIFORM SERVICES	\$192.60
12509791	6253	AT&T	\$58.98
12509792	1363	BEST BUY	\$65.78
12509793	6579	LAURA BREEDLOVE	\$35.45
12509794	236	STATE OF CALIFORNIA	\$811.00
12509795	242	STATE OF CALIFORNIA	\$33.68
12509796	1891	DEBRA CAWLEY	\$16.00
12509797	331	CLASSIC CHARTER Other Services	\$3,323.00
12509798	373	CPM EDUCATIONAL PROGRAM	\$303.68
12509799	5505	CROWD CONTROL WAREHOUSE Other Supp.	\$3,043.53
12509800	6385	INC CSUF ASSOCIATION	\$450.00
12509801	3051	CUESTA JAZZ BANDS	\$450.00
12509802	6486	CARA CUMMINGS	\$16.00
12509803	405	DASSEL'S PETROLEUM INC.	\$203.34
12509804	3799	DAVE'S UPHOLSTERY	\$275.00
12509805	3237	CLAUDIA DAVIS	\$99.61
12509806	5169	DIVISADERO MIDDLE SCHOOL	\$350.00
12509807	6548	DOUBLE TREE BY HILTON	\$146.18
12509808	5489	ECS IMAGING INC. Other Services	\$3,750.00
12509809	497	EMPLOYMENT DEVELOPMENT DEPT. State Unemployment Ins.	\$5,017.03
12509810	6453	FLOWERS BAKING COMPANY	\$1,149.70
12509811	1769	FRESNO PRODUCE Food	\$9,133.62
12509812	1393	GAS COMPANY Gas	\$6,345.80
12509813	5323	NATIVIDAD GEORGE	\$45.16
12509814	591	GOLD STAR FOODS Food	\$13,554.65
12509815	3656	HANFORD AUTO & TRUCK PARTS	\$450.35
12509816	649	HANFORD POLICE DEPARTMENT	\$10.00
12509817	4532	HENRY SCHEIN INC	\$170.74
12509818	5151	CAROL HERNANDEZ	\$100.94
12509819	4793	RUTH HERNANDEZ	\$70.95
12509820	711	THE HORN SHOP	\$163.05
12509821	5007	JORGENSEN COMPANY	\$1,089.76
12509822	3760	KINGS COUNTY AIR Equipment	\$3,141.00
12509823	796	KINGS COUNTY OFFICE OF ED Other Tuition, Excess Costs	\$25,011.54
12509824	986	LAWNMOWER MAN	\$511.22
12509825	6459	MELODY LEE	\$292.68
12509826	6527	LISSETTE LEYVA	\$13.51
12509827	2243	MATSON ALARM	\$183.92
12509828	5111	P & R PAPER SUPPLY COMPANY INC Other Supp./Custodian	\$2,037.67
12509829	1168	PRODUCERS DAIRY PRODUCTS Food	\$12,509.52
12509830	1184	PURE FORCE	\$514.74
12509831	1253	ROBINSON'S INTERIORS INC. Rentals, Leases & Repairs	\$4,875.00
12509832	2646	JILL RUBALCAVA	\$62.64
12509833	6207	KATHLEEN SALYER	\$28.92

Warrant Register For Warrants

Dated 01/22/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12509834	1303	SAVE MART SUPERMARKETS	\$22.34
12509835	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$5,165.05
12509836	1401	STANDARD STATIONERY SUPPLY	\$336.74
12509837	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$11,445.80
12509838	6567	AUBREY STANTON	\$74.06
12509839	2188	SUPPLYWORKS	\$50.85
12509840	1444	SYSCO FOODSERVICES OF MODESTO Other Supp./Food/ Custodian Supp.	\$25,151.93
12509841	1466	TERMINIX INTERNATIONAL	\$25.00
12509842	1554	SONIA VELO	\$39.68
Total Amount of All Warrants:			\$148,030.46

**Credit Card Register For
Payments Dated 01/22/2016**

Document Number	Vendor Number	Vendor Name	Amount
14014404	529	FOLLETT SCHOOL SOLUTIONS	\$81.66
14014405	1802	MEDALLION SUPPLY	\$471.88
14014406	3849	SCHOLASTIC READING CLUBS	\$260.00
Total Amount of All Credit Card Payments:			\$813.54

Warrant Register For Warrants

Dated 01/29/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12510594	6253	AT&T	\$1,618.20
12510595	3947	ATKINSON ANDELSON LOYA RUUD &	\$1,977.19
12510596	2773	KRISTI BACHMAN	\$51.52
12510597	113	BARNES AND NOBLE-5886056	\$1,019.98
12510598	6581	JENNIFER BROUSSARD	\$452.56
12510599	6562	CABO CANVAS	\$487.39
12510600	6380	CALIF STATE UNIVERSITY-FRESNO	\$350.00
12510601	263	DOUGLAS CARLTON	\$547.74
12510602	355	CDT INC.	\$150.00
12510603	1667	CDW GOVERNMENT INC. Inst'l mat'l's	\$18,868.93
12510604	4452	CENTRAL VALLEY SUPPORT SERVICE	\$277.50
12510605	303	CHAFFEE ZOO	\$510.00
12510606	6552	CHILDREN'S STORYBOOK GARDEN	\$700.00
12510607	6497	THE CITIZEN HOTEL	\$308.95
12510608	4178	COOK'S COMMUNICATION	\$139.13
12510609	5996	NADIA D'AGOSTINO	\$74.40
12510610	5427	MARY DETLEFSEN	\$548.56
12510611	1948	DOWNING PLANETARIUM CSUF	\$672.00
12510612	6260	EMBASSY SUITES SAN FRAN- WATER Travel & Conferences	\$4,042.89
12510613	2327	FAIRMONT SAN JOSE	\$750.30
12510614	6173	FP MAILING SOLUTIONS	\$671.96
12510615	556	JOY GABLER	\$323.34
12510616	1393	GAS COMPANY Gas	\$2,304.81
12510617	4696	BRIAN HAMADA	\$100.00
12510618	651	HANFORD ROOFING COMPANY INC.	\$500.00
12510619	686	JERI HIGDON	\$43.20
12510620	6310	LARRY HONDA	\$100.00
12510621	5703	TERESA JAQUEZ	\$1,230.00
12510622	5290	KEENAN & ASSOCIATES Other Services/Insurance	\$8,633.87
12510623	796	KINGS COUNTY OFFICE OF ED Other Services/Data Processing	\$58,094.17
12510624	4285	LEE'S PRINTING CENTER	\$185.25
12510625	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$2,423.18
12510626	2903	JAIME MARTINEZ	\$122.30
12510627	6298	MESA ALTA TRANSPORTATION INC	\$215.00
12510628	2491	MID-COUNTY FIRE EXTINGUISHER	\$103.00
12510629	3424	JACQUELINE MONZON	\$98.85
12510630	1004	MORRISON'S SILKSCREEN	\$1,358.80
12510631	1071	ORIENTAL TRADING CO. INC.	\$392.15
12510632	2646	JILL RUBALCAVA	\$43.20
12510633	5067	RUSSELL SIGLER INC	\$49.55
12510634	5923	SASSER SPECIALTIES	\$871.83
12510635	2013	MICHELLE SCHOFIELD	\$452.56
12510636	1326	SCHOOL SERVICES OF CALIF. INC.	\$295.00
12510637	3168	SCHOOLWORKS INC. Other Services	\$14,362.80
12510638	3743	SHRED-IT USA - FRESNO	\$219.35
12510639	1356	SILVAS OIL COMPANY INC.	\$609.71
12510640	1374	SMART & FINAL STORES (HFD/DO)	\$338.89
12510641	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,239.74

**Warrant Register For Warrants
Dated 01/29/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12510642	6036	SURVEYMONKEY INC	\$204.00
12510643	4064	TULARE COUNTY OFFICE OF ED	\$400.00
12510644	1575	WALMART COMMUNITY/RFCSLLC	\$594.77
12510645	4150	BECKY WELLS	\$88.41
Total Amount of All Warrants:			\$132,216.93

Credit Card Register For Payments Dated 01/29/2016

Document Number	Vendor Number	Vendor Name	Amount
14014468	82	ASCD	\$129.00
14014469	122	BAUDVILLE	\$99.30
14014470	176	BSN SPORTS Inst'l mat'l's	\$4,160.07
14014471	179	BUDDY'S TROPHY SUPPLY	\$448.23
14014472	5008	DECKER EQUIPMENT	\$676.68
14014473	416	DEMCO INC.	\$153.96
14014474	4271	GOLDEN EAGLE CHARTER INC.	\$1,140.00
14014475	1111	J W PEPPER & SON INC	\$91.38
14014476	806	KINGS COUNTY TROPHY	\$516.00
14014477	4276	LEARNING A-Z	\$899.55
14014478	4579	LEGO EDUCATION	\$241.50
14014479	994	MOBILE MODULAR MGMT. CORP.	\$886.00
14014480	1058	OFFICE DEPOT	\$801.17
14014481	1316	SCHOLASTIC CLASSROOM MAGAZINES	\$588.08

Total Amount of All Credit Card Payments:

\$10,830.92

Hanford Elementary School District
Minutes of the Regular Board Meeting
January 27, 2016

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on January 27, 2016 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order	President Revious called the meeting to order at 5:30 p.m. Trustees Garcia, Garner, Hill and Hernandez were present.
Closed Session	Trustees immediately adjourned to closed session for the purpose of: <ul style="list-style-type: none"> • Conference with Legal Counsel – Existing Litigation (GC 54956.9 (a))
Open Session	Trustees returned to open session at 6:12 p.m.
HESD Managers Present	Dr. Paul J. Terry, Superintendent, and the following administrators were present: Kristina Baldwin, Lindsey Calvillo, Doug Carlton, Anthony Carrillo, Debra Colvard, David Endo, Joy Gabler, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, and Jill Rubalcava.
Existing Litigation	In closed session, the Board took action to approve a final settlement agreement in Parent on behalf of Student v. Hanford Elementary School District & Kings County Office of Educ., OAH Case No. 2015120191. Parents sought compensatory education and related costs for their claim the student was denied a free appropriate public education. The District and County Office of Education resolved the matter informally at mediation in satisfaction of the parents' requested remedies. 5-0 members voted in favor: <ul style="list-style-type: none"> Garcia – Yes Garner – Yes Hernandez – Yes Hill - Yes Revious - Yes
Public Comments	None
Board and Staff Comments	None
Requests to Address the	None
Board Dates to Remember	President Revious reviewed dates to remember: League Wrestling Tourney – January 30 th at 8:30 a.m.; 31 st Annual HESD Basketball Tourney Grades 4-6 – February 5 th at 4:00 p.m. and February 6 th at 7:45 a.m.; Regular Board Meeting – February 10 th at 5:30 p.m.

CONSENT ITEMS

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

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

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

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

President Revious gave thanked all donors for their donations in support of Hanford Elementary schools.

The items approved are as follows:

- a) Warrant listings dated 1/8/16 and 1/15/16.
- b) Minutes of Regular Board Meeting January 13, 2016.
- c) Interdistrict transfers as recommended.
- d) Donation of \$161.90 from Box Top Education to Jefferson
- e) Donation of \$250.00 from San Joaquin Valley Pollution Control Districts to MLK
- f) Donation of \$150.00 from Edison International and \$17.91 from Savemart Share Program to Simas

INFORMATION ITEMS

- Williams Uniform Complain** Superintendent Terry reported to the Board that the District received no Williams Complaints for the second quarter (10/1/15 – 12/31/15) of the 2015-16 school year.
- E 0420.41** Superintendent Terry presented for information the following revised Exhibit:
- E 0420.41 – Charter School Oversight
- BP 0520.4** Superintendent Terry presented for information the following deleted Board Policy:
- BP 0520.4 – Quality Education Investment Schools
- BP 3312** Superintendent Terry presented for information the following revised Board Policy:
- BP 3312 – Contracts

BOARD POLICIES AND ADMINISTRATION

- Consolidated Application** Trustee Garcia made a motion to approve Consolidated Application for Funding Categorical Aid Programs for Winter Release. Trustee Hill seconded; motion carried 5-0:

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

BP/AR 3311 Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 3311 - Bids. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious - Yes

BP/AR 3554 Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 3554 – Other Food Sales. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious - Yes

BP 3350 Trustee Garcia made a motion to approve revised Board Policy 3350 – Travel Expenses. Trustee Hill seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious - Yes

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "g" together. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious - Yes

Trustee Hill then made a motion to approve Personnel items "a" through "g". Trustee Hernandez seconded; the motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill - Yes
Revious - Yes

The following items were approved:

***Item "a" –
Employment***

Temporary Employees/Substitutes/Yard Supervisors

- Nicholas Carrillo Jr., Substitute Custodian II, effective 1/11/16
- Aaron Johnston, substitute Custodian I and Groundskeeper I, effective 1/14/16
- Cecelia Richards, Substitute Yard Supervisor, effective 1/11/16; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 1/11/16 to 3/18/16
- Maribel Santiago, Substitute Yard Supervisor, Translator: Oral Interpreter and Written Translation, effective 1/11/16

***Item "b" –
Resignations***

- Guadalupe Gonzalez, Yard Supervisor – 1.25 hrs., Hamilton, effective 1/29/16

***Item "c" –
Retirements***

- Helen Kissling, Teacher, Monroe, effective 6/3/16
- Cathy Morrisseau, Teacher, Simas, effective 6/3/16

***Item "d" – More
Hours***

- Grace Perez, Yard Supervisor, from 1.5 hr. to 2.0 hrs., Hamilton, effective 1/11/16

***Item "e" –
Decrease in
Hours***

- Guadalupe Gonzalez, Yard Supervisor, from 1.75 hrs. to 1.25 hrs., Hamilton, effective 1/11/16
- Daniela Meza, Yard Supervisor, from 2.5 hrs. to 1.5 hrs., Roosevelt, effective 1/11/16

***Item "f" –
Leave of Absence***

- Kearsten Hymer, Teacher, Kennedy, effective 1/11/16 to 2/12/16, baby bonding
- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 2/2/16 to 3/14/16, medical (Extended)

***Item "g" –
Volunteers***

<u>Name</u>	<u>School</u>
Antonio Garcia Jr.	Simas
Christina Barrientos	Washington
Janet Puga	Washington
Unique Tellez	Richmond/Kennedy

FINANCIAL

Audit Report

David Endo, Chief Business Official, introduced Kelly Mynderup of Vavrinek, Trine & Day Company who reviewed the District Audit for the year 2014-2015 with the Board.

Trustee Hill made a motion approve audit report for 2014-2015. Trustee Hernandez seconded; motion carried 5-0:

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

Surplus Property Trustee Hill made a motion to approve declaration for surplus property of poster printer copier from the TRC that is no longer in service. Trustee Hernandez seconded; motion carried 5-0:

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

Closed Session At 6:45 p.m. Trustees adjourned to closed session for the purpose of:

- Public Employee/Appointment (GC 54957)

Open Session Trustees returned to open session at 7:20 p.m.

Adjournment There being no further business, President Revious adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-208	A	JFK	Lakeside	2/01/2016
I-209	A	MLK	Lakeside	2/01/2016
I-210	A	MLK	Lakeside	2/01/2016
I-211	A	Jefferson	Pioneer	2/01/2016
I-212	A	Jefferson	Pioneer	2/01/2016

No	A/D	Sch Req'd	Home Sch	BD Date
O-131	A	Kit Carson	King	2/01/2016

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 1/20/16

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Donation of \$525.00 from MLK Parent Teacher Club to MLK School.

PURPOSE: To pay for Reward Assembly - Rain Forest Animals

FISCAL IMPACT: Increase in MLK general budget account #
0100-0000-0-1110-1000-430001-022-0000

RECOMMENDATIONS: Accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

DATE: 1/25/16

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

FOR: () Information
(X) Action

Date you wish to have your item considered: February 10, 2016

ITEM: Consider approval of donations to Hamilton School from:

- Hamilton Hornets Parent Teacher Club in the amount of 1599.87
- BoxTops for Education in the amount of 536.20

PURPOSE: Monies from Hamilton PTC are to be used to reimburse the school for the purchase of Student Council and Jr. Tutor shirts, purchase of stinger prizes and supplies for monthly no citation activity.

FISCAL IMPACT:

Increase of \$2136.07 to account #0100-0000-0-1110-1000-430001-029-0000.

RECOMMENDATION: Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Matt Gamble

DATE: 1/27/16

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 2/10/16

ITEM: Donation of \$1500.00 from Washington PTC to HESD**PURPOSE:** Student Incentive**FISCAL IMPACT:** 0100-0000-0-1110-1000-430001-028-0000**RECOMMENDATIONS:** Accept Donation

STORE YOUR DUPLICATE CHECKS IN YOUR CHECK BOX.

☒ Track your expenses...

☐ Clothing ☐ Food ☐ Transportation
☐ Credit Card ☐ Utilities ☐ Mortgage
☐ Entertainment ☐ Insurance ☐ Other: _____

☐ TAX-DEDUCTIBLE ITEM

1711

HESD
 One thousand five hundred and 00/100

January 27, 2013

BALANCE
FORWARD

THIS ITEM

BALANCE

DEPOSIT

OTHER

BALANCE
FORWARD

1,500.00



For added security, your name and account number do not appear on this copy.

NOT NEGOTIABLE

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

DATE: 2/4/16

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

FOR: () Information
(X) Action

Date you wish to have your item considered: February 10, 2016

ITEM: Consider approval of donations to Hamilton School from:

- Central California Asthma Collaborative in the amount of 500.00

PURPOSE: Monies to be used by Henry Ralston and Griselda Torres, 1st grade teachers, to create projects and activities around air quality, environment, health and science.

FISCAL IMPACT:

Increase of \$500.00 to account #0100-0000-0-1110-1000-430001-029-0000.

RECOMMENDATION: Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: February 1, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM:

Accept donation of \$3,500 from Hanford Babe Ruth.

PURPOSE:

Hanford Babe Ruth is donating \$3,500 to assist with the costs of a new score board for the Babe Ruth baseball field at John F. Kennedy Jr. High School.

FISCAL IMPACT:

None.

RECOMMENDATION:

Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: January 22, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Receive for information a report from the Hanford Elementary LCAP Parent Advisory Committee (PAC) October 27, 2015 Meeting.

PURPOSE: The PAC advises the board on the districts Local Control Accountability Plan.

FISCAL IMPACT: The PAC is a requirement for receiving funding under the Local Control Funding Formula.

Hanford Elementary School District



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

Date of Meeting: October 27, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

Purpose of the Meeting: To provide information and receive input on the Hanford Elementary School District Local Control Accountability Plan (LCAP)

- The PAC received information on the following topics:
 - The function and purpose of the PAC
 - The Local Control Funding Formula (LCFF)
 - The District's Seven Goals for Student Achievement
 - The Eight State Priorities
 - The alignment of the district's goals and the state's priorities
 - Progress toward meeting District Goal #1
- The PAC advised the district to consider the following:
 - Continue to provide additional services for struggling students *and* for students who are at or above grade level and require additional challenge
 - Continue to provide reductions in class sizes in grades 4-8 and to reduce/eliminate combination classes
 - Continue to provide activities that promote a positive school community and that motivate students to do their best work

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez

DATE: January 22, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) October 28, 2015 Meeting.

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

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

Hanford Elementary School District



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

Date of Meeting: October 28, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

Purpose of the Meeting: To train members in their roles and responsibilities; to advise the governing board on the development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement; to advise the governing board on the district's annual needs assessment.

- The DELAC received information on the following topics:
 - Training on the function and purpose of the DELAC
 - The Local Control Accountability Plan (LCAP)
 - The Local Education Agency Plan (LEAP) Addendum, including services provided to homeless students and the role of the Homeless Liaison
 - The Title III Action Plan for English Learners
 - Single Plans for Student Achievement (school site plans)
- The DELAC made the following recommendations:
 - Expand after-school instruction for EL students to grades K-2
 - Research the possibility of providing transportation for after school academic instruction (e.g. after-school tutoring)
 - Continue the expansion of summer instruction
 - The DELAC recommends no changes to the district's Title I parent survey
 - Continue to identify EL students within 30 days of enrollment and quickly begin providing services for these students
 - Encourage parents to initiate conferences with their students teacher any time there is a need (rather than waiting for the scheduled parent/teacher conference)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: January 27, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: February 10, 2016

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

- AR 0460 – Local Control Accountability Plan

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

FISCAL IMPACT: None

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

Hanford ESD

Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, ~~and~~ foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 6020 - Parent Involvement)
 (cf. 6173.1 - Education for Foster Youth)

d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement
- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)
 (cf. 6141.5 - Advanced Placement)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 6146.1 - High School Graduation Requirements)
 (cf. 5113.1 - Chronic Absence and Truancy)
 (cf. 5147 - Dropout Prevention)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and

concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template in 5 CCR 15497.5 and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: August 13, 2014 Hanford, California
revised: September 23, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: February 1, 2016

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 10, 2016**

ITEM: Receive the following revised Administrative Regulation for information.

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

- AR 4354 – Health and Welfare Benefits (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Management, Supervisory, and Confidential Employees

AR 4354(a)

HEALTH AND WELFARE BENEFITS**A. Employee Benefits**

1. For each management, supervisory, professional specialist, and confidential employee who is employed for at least 6 hours per day (or 30 hours per week), the district shall provide the following health and welfare benefits to the employee and his/her dependents:
 - a. A medical plan, including prescription drug and mental health benefits, covering reasonable and customary fees after a deductible and a co-insurance or co-payment have been met;
 - b. A dental plan featuring a scale of 70-100% payment of reasonable and customary fees for covered services of a preferred provider after a co-payment
 - c. A vision plan paying for annual eye examinations, standard lenses and frames after a co-payment;
 - d. A district-paid level-term life insurance plan for \$100,000; and
 - e. A district-paid long-term disability insurance plan.
2. The following provisions shall regulate such coverage:
 - a. Coverage by the benefit plans listed above shall begin on the first day of the month following employment in a management, supervisory, or confidential position subject to timely submission of enrollment forms.
 - b. 12-month employees who complete the standard work year established for their positions shall be provided with coverage under the above benefit plans (1.a. – c.), until June 30th of each year, regardless of the commencement of the work year.

 10 and 11 month employees who complete the standard work year established for their positions, shall be provided with coverage under the above benefit plans (1.a. – c.), until August 31st of each year, regardless of the commencement of the work year.

 Employees who complete the standard work year established for their positions and retire, shall be provided with coverage under the above benefit plans (1.a. – c.), until June 30th of that year.

AR 4354(b)

HEALTH AND WELFARE BENEFITS (continued)

All employees who do not complete the standard work year established for their positions (due to resignation, termination, retirement, etc.) shall be provided with coverage under the above benefit plans (1.a. – c.), until the last day of the month in which termination of their employment occurs.

- c. The benefit plans listed in items #1d-e above shall end the ~~same~~ last day of the month that employment is terminated.
- d. The district shall pay the premium costs for the benefit plans listed above up to the established cap.

B. Physicals

- 1. Management, supervisory, and confidential employees shall be offered the opportunity to obtain a physical examination at designated intervals, depending on the age of the employee, covering examinations and tests recommended by the medical community for the gender and age group of the employee.
- 2. Medical charges associated with such physical examinations and tests that are not covered by the district's group medical insurance plan shall be reimbursed to the employee by the district, in full or in part based on a graduated schedule depending on the recommended exams and tests for the employee's age group and gender, to a maximum of five hundred dollars (\$500).

C. District-Paid Retiree Health Insurance Benefit Continuation

The California Public Employees' Pension Reform Act of 2013 (PEPRA) prohibits a public retirement system from providing a retirement health benefit vesting schedule to a manager or employee excluded from collective bargaining that is more advantageous than that provided to other public employees. The California PEPRA clarifies that these provisions do not require an employer to change the vesting schedule of any employee who began employment before January 1, 2013.

The district shall contribute an amount equal to that paid for active employees toward the cost of the district's group medical and dental insurance for retirees and their eligible dependents until such time as the retiree reaches age sixty-five, provided the retiree meets the eligibility criteria specified below:

- 1. The retiree shall have reached age fifty-five (55).
- 2. The retiree who worked for the district prior to January 1, 2013, shall have served in the district during the five (5) years immediately prior to retirement and must have served full-time a total of at least ten (10) years in the district.

AR 4354(c)

HEALTH AND WELFARE BENEFITS (continued)

3. Management, supervisory and confidential employees who began employment with the district on January 1, 2013, or thereafter, will have the same retiree vesting schedule as employees in Hanford Elementary School District's collective bargaining groups. All parties must work 13 years to receive District-paid retiree benefits.
4. Should an active or retired employee die, the surviving spouse or domestic partner of the employee, who met the eligibility criteria, will be allowed to continue in the medical and dental insurance at their own expense under the same time limits as the employee would have enjoyed.
5. Upon reaching age 65, the retiree or the retiree's dependent must enroll in Medicare Part B (medical insurance) and pay the required premium, and must enroll in Medicare Part A (hospital insurance).

D. Retiree-Paid Health Insurance Benefit Continuation

1. Retirees over age 65, and retirees under age 65 who do not qualify for district-paid health insurance benefit continuation, shall be offered the option to continue coverage under the district's health insurance medical and dental benefit plans at their own expense by paying the full monthly premiums prior to the due dates established by the district. Failure to make timely premium payments shall result in cancellation of insurance coverage.
2. District Health Insurance Benefits Plan coverage shall also be available at their own expense to any surviving spouse/domestic partner of a former management, professional specialist or confidential employee who retired from the District or was, at the time of death, employed by the District.
3. In order to continue such coverage beyond the retiree's and his/her dependent's 65th birthday, the retiree and/or dependent shall enroll in Medicare Part A and Part B and pay the required premiums.

E. Retiree-Paid Level Term Life Insurance

1. Retiree's under age 65 that qualify for district-paid health insurance benefit continuation shall be offered the option to continue the level term life insurance plan at their own expense by paying the full premium prior to the due dates established by the district. Failure to make timely premium payment shall result in cancellation of coverage. If the retiree opts to continue life insurance coverage, it will end at age 65.

HEALTH AND WELFARE BENEFITS (continued)**F. Group Insurance Coverage During Unpaid Leaves of Absence**

1. Employees may continue coverage under the district's group health insurance plans during approved unpaid leaves of absence.
 - a. For leaves qualifying under the Family Care and Medical Leave Act (FMLA), the district shall maintain district contributions to premiums for a total of 12 weeks per year, whether the leave is paid or unpaid.

(cf. 4161.8/42161.8/4361.8 - Family Care and Medical Leave)

- b. For FMLA leaves exceeding 12 weeks a year and for all other unpaid leaves, the employee may continue group insurance coverage at his/her own expense by paying the monthly premiums on or before the dates established by the district. Failure to make timely premium payments may result in cancellation of the insurance(s).

FG. Group Insurance Continuation under Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

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

(cf. 4117.4 Dismissal)

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

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

HEALTH AND WELFARE BENEFITS (continued)

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

H. Notification Requirements

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

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

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

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

I. Benefits

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

J. Benefit Continuation Period

1. Eligibility for continued coverage under the district's group health insurance plans shall be for:
 - a. 18 months for employees whose coverage would have ended due to termination of employment or reduction in assigned hours per day, or until the employee obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner;

HEALTH AND WELFARE BENEFITS (continued)

- b. 36 months for the spouse/domestic partner who lost coverage due to divorce or legal separation, or the death of the employee, or until the spouse obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner; and
- c. 36 months for the former dependent child, or until he/she obtains coverage under another group health insurance plan or ceases to make timely premium payments, whichever occurs sooner.

K. Disability Due to a Violent Act While Working

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

GL. Confidentiality

The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.

Policy

adopted: June 11, 1997
 revised: November 7, 2001
 revised: October 16, 2002
 revised: January 12, 2005
 revised: December 13, 2006
 revised: August 22, 2007
 revised: September 7, 2011
 revised: February 12, 2014
 revised: March 11, 2015

revised: _____, 2016

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: January 22, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM:

Consider approval of the updated 2015-2016 HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners.


PURPOSE: To provide professional development for teachers, to improve the academic achievement students from low income families, and to ensure English learners attain proficiency in English.

FISCAL IMPACT: Approximately \$1.6 million in Federal Title I funds, \$303,000 in federal Title II funds, and \$224,000 in federal Title III funds that are documented in the LEAP/Title III plans and requested through the Consolidated Application.

RECOMMENDATION:

Approve the updated LEAP addendum and Title III Year 4 Action Plan for English Learners for 2015-2016

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: January 22, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Out-of-state travel for ISTE 2016 Conference and Professional Development

PURPOSE: ISTE 2016 is hosted by the International Society for Technology in Education (ISTE) and is globally recognized as the most comprehensive educational technology conference in the world. The event offers professional learning opportunities for all types of educators and EdTech leaders.

Attendance at ISTE 2016 will offer the opportunity to attend educational sessions and hands-on learning environments that will help build content knowledge and learn new strategies to share with colleagues and staff. It will also provide exposure to the most timely and relevant topics and trends in educational technology.

The ISTE 2016 Conference takes place on June 26-29, and is being held in Denver, Colorado.

FISCAL IMPACT: Approx \$2300 from HESDnet training budget, including travel expenses.

RECOMMENDATION: Approve attendance for David Goldsmith

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: February 1, 2016

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

FOR: () Information
(X) Action

Date you wish to have your item considered: February 10, 2016

ITEM:

Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the addition of two (2) relocatable classrooms.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for the placement of two (2) relocatable classrooms at Jefferson School.

FISCAL IMPACT:

The estimated architect's fee for this project is \$14,000. This project will be paid from the Developer Fees Fund.

RECOMMENDATION:

Approve Architectural Services Agreement with Mangini Associates, Inc. for the addition of two (2) relocatable classrooms at Jefferson School.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: February 1, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor for the District Central Kitchen remodel.

PURPOSE

To test and monitor the abatement of asbestos in components that test positive for the District Central Kitchen remodel.

FISCAL IMPACT

The estimated cost is \$10,120 and will be paid from Fund 1300 – Cafeteria and Fund 4000 – Capital Outlay.

RECOMMENDATION

Approve bid with Hazard Management Services, Inc., environmental consultants, to act as Asbestos/Management Planner and Project Monitor for the District Central Kitchen Remodel project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: February 1, 2016

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

FOR: () Information
(X) Action

Date you wish to have your item considered: February 10, 2016

ITEM:

Consider approval to solicit bids for the District Central Kitchen Remodel project.

PURPOSE:

The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project on June 6th. The entire project will be required to be completed before July 31st.

FISCAL IMPACT:

Total costs for this project are estimated to be \$765,000 and will be paid from Fund 1300 – Cafeteria and Fund 4000 – Capital Outlay.

RECOMMENDATION:

Authorize the solicitation of bids for the District Central Kitchen Remodel project.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: January 28, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Consider approval of the following revised Exhibit:
• E 0420.41 – Charter School Oversight

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: Adopt

Hanford ESD

Exhibit

Charter School Oversight

E 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

~~REQUIREMENTS FOR CHARTER SCHOOLS~~ Requirements For Charter Schools

Charter schools are ~~generally~~ exempt from provisions of the Education Code unless they are expressly included in the law. – However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and applicable state and federal laws
2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
5. Not charge tuition (Education Code 47605)
6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
7. Adhere to all laws establishing the minimum age for public school attendance - (Education Code 47610)
8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
9. Serve students with disabilities in the same manner as such students are served in other

public schools (Education Code 47646, 56145)

10. Admit all students who wish to attend the school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

~~However, if~~ a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

c. Other admissions preferences may be ~~established~~permitted by the chartering district on an individual school basis ~~as~~ consistent with law. (Education Code 47605)

11. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

12. If the school participates as a member of a special education local plan area (SELPA), comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

13. If the school offers a kindergarten program,~~offer:~~ (Education Code 48000)

a. Offer a transitional kindergarten (TK) program to eligible students~~who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)~~whose fifth birthday is from September 2 through December 2

12

b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020

14. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

13

15. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)

14

16. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

17. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)

15

18. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

19. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

1620. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

17. ~~—If applicable~~

21. If the school receives Title I funds, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)

1822. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)

19

23. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)

20

24. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

2125. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its

average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

22

26. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

27. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)

2328. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)

24

29. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

2530. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

2631. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 _____ days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

27

32. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days (Education Code 69432.9)

33. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education

Code 47610, 47610.5)

- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

28

34. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)

- a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
- b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
- c. Providing defense and indemnification to volunteers for any and all civil liability from such administration

35. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)

2936. Annually prepare and submit financial reports to the district Governing Board ~~of Trustees~~ and the County Superintendent of Schools in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
- b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the SBE template in accordance with Education Code 47606.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers,

principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 9, 2014 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: January 28, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Consider approval of the following deleted Board Policy:

- BP 0520.4 – Quality Education Investment Schools

PURPOSE: The following Board Policy 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: Adopt

DELETE

~~Hanford ESD~~

~~Board Policy~~

~~Quality Education Investment Schools~~

~~BP 0520.4—~~

~~Philosophy, Goals, Objectives and Comprehensive Plans~~

~~The Board of Trustees believes that schools demonstrating the lowest performance on state indicators of student achievement should be assisted with additional resources and support focused on instructional improvement and student services. Such schools also need working conditions and learning environments that will attract and retain well-qualified teachers, administrators, and other staff. The Board desires to help such schools address their complex educational needs and achieve their annual growth targets.~~

~~Whenever the Superintendent of Public Instruction identifies a district school as ranking in decile 1 or 2 on the Academic Performance Index (API) and notifies the district that the school is eligible to participate in the state's Quality Education Investment program, the Board shall determine whether applying for this funding will help improve academic achievement at that school. The Superintendent or designee shall review the program requirements and recommend to the Board if it would be in the district's best interest to apply to use alternative program requirements that would provide for a higher level of academic achievement. Based on this determination, the Board may submit an application, including an application for an alternative program, on behalf of the school in order to obtain additional state funding for school improvement.~~

~~The Superintendent or designee shall ensure that each participating school uses program funds for the purposes expressed in law and administrative regulation. Activities carried out under this program shall be aligned with other school improvement efforts.~~

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

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

~~(cf. 0520.1—High Priority Schools Grant Program)~~

~~(cf. 0520.2—Title I Program Improvement Schools)~~

~~(cf. 0520.3—Title I Program Improvement Districts)~~

~~The Board shall monitor the progress of participating schools to evaluate the effectiveness of school efforts in increasing student achievement, as measured by the API and other indicators, increasing student attendance, and, for secondary schools, increasing graduation rates. If the Board determines that sufficient progress is not being made at a particular school, the Board and Superintendent or designee shall determine what types of additional district resources and support should be provided to the school so that progress in increasing student achievement can be made.~~

~~(cf. 0500—Accountability)~~

(cf. 9000—Role of the Board)

Legal Reference:

EDUCATION CODE

35186—Williams uniform complaint procedures
 44510-44517—Administrator training program
 44757.5—Reading instruction definitions
 52050-52059—Public Schools Accountability Act, including:
 52055.700-52055.770—Quality Education Investment Act
 52120-52128.5—Class Size Reduction Program
 60640—Standardized Testing and Reporting Program
 60642.5—California standards tests
 64001—Single plan for student achievement
 99230-99242—Mathematics and Reading Professional Development Program
UNITED STATES CODE, TITLE 20
 6301-6578—Academic achievement of the disadvantaged, including:
 6316—Program improvement
 6319—Qualifications of highly qualified teachers
 6511-6518—Comprehensive School Reform Program

Management Resources:

WEB SITES

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
 adopted: September 5, 2007 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: January 28, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 10, 2016

ITEM: Consider approval of the following revised Board Policy:

- BP 3312 – Contracts

PURPOSE: The following Board Policy 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: Adopt

Hanford ESD

Board Policy

Contracts

BP 3312

Business and Noninstructional Operations

~~As specified in law, the power to contract is invested in the~~

~~The Governing Board of Trustees. However, the Board may, by a majority vote, delegate the power~~recognizes its responsibility ~~to enter into contracts on behalf of the district to the Superintendent or designee.~~

~~To be valid or to constitute an enforceable obligation against the~~for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of ~~district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)~~

~~(cf. 3300—Expenditures/Expending Authority)~~

~~(cf. 3314—Payment for Goods and Services)~~

goals. In exercising this authority to enter into a contract, the Board~~(cf. 3400—Management of District Assets/Accounts)~~

~~All contracts between the district and outside agencies shall~~ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards required by law and shall be prepared under the direction of the Superintendent or designee, including the bidding requirements in Public Contract Code 20111.

(cf. 2121- Superintendent's Contract)

(cf. 4312.1 - Contracts)

(cf. 9124 - Attorney)

~~The~~When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

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

Every contract entered into on behalf of the

~~The district shall not enter into a contract that~~ be made available for public inspection, except when the law prohibits a school disclosure. No contract shall prohibit a district employee from disparaging the goods or services of ~~the any~~ contracting party. ~~—(Education Code 35182.5)~~

(cf. 1340 - Access to District Records)

Contracts for Non-~~Nutritious~~nutritious Foods or Beverages

Effective July 1, 2007, the

~~The district or a district school~~ shall not enter into or renew a contract for the sale of foods or beverages that do not meet ~~the applicable~~ nutritional standards specified in Education Code 49431 ~~or 49431.27, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12,~~ unless the contract specifies that such ~~salessale~~ will occur ~~later than one half hour after the end of the school day and/or off school premises.~~ ~~—(Education Code 49431, 49431.2)~~ campus or outside the time restriction specified in the applicable law.

(cf. 3554 - Other Food Sales)

(cf.

~~In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one half hour after the end of the school day and/or off school premises.~~

3555 - Nutrition Program Compliance)

Before the district ~~or a district school~~ enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious ~~food~~foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. —(Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. ~~—Control procedures~~Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. ~~—Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.~~

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

2. — Procedures to ensure that district personnel do not handle cash or product at the school site. — The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

~~In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.~~

~~(cf. 3290 — Gifts, Grants and Bequest)~~

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may ~~involve~~invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. — The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate ~~fund-raising~~fundraising activities.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

The contract

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew ~~any~~ contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious ~~food~~foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled ~~board meeting~~ or as otherwise authorized by ~~Education Code 35182.5~~Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)~~).~~

(cf. 9322 - Agendas/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of ~~food~~foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the ~~food~~foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

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

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

(cf. 5145.6 - Parental Notifications)

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. ~~Any~~ request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

(cf. 5125 - Student Records)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records

6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records

7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content

8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g

9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

(cf. 4200 - Classified Personnel)

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.

2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.

3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.

4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring

process.

5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.

7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.57 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

CODE OF REGULATIONS, TITLE 5

15500 Food sales by student organizations

15501 Sales in high schools and junior high schools

15575-15578 Food and beverage requirements outside of the federal school meal programs

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: October 19, 2011

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: February 1, 2016

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 10, 2016**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes/Yard Supervisors

- Dominique Huffman, Substitute READY Program Tutor, effective 2/1/16
- April Tamayo, Substitute Yard Supervisor, effective 1/26/16
- Charles Williams, Substitute Yard Supervisor, effective 9/11/15

b. Resignations

- Rubi Cortez, Substitute Yard Supervisor, effective 10/8/15
- Leyanne Forero, Teacher, Hamilton, effective 6/3/16
- Tara Laghaifar, Teacher, King, effective 6/3/16
- Kevin Mazza, Substitute Custodian II, effective 9/11/15
- Carlene Ogren, Teacher, Roosevelt, effective 6/3/16
- Suzanne Silva, Food Service Worker II – 2.5 hrs., Kennedy, effective 1/29/16
- Judy McCarty-Winston, Yard Supervisor – 2.25 hrs., Monroe, effective 1/29/16

c. Retirement

- Lisa McClurg, Teacher, King, effective 6/3/16

d. Termination of Employment

- Samantha Cortez, Yard Supervisor – 3.5 hrs., Lincoln, effective 1/18/16

e. Superintendent's Request for Release from Contract

- Paul J. Terry, Ed.D., Superintendent – Retirement, effective 7/29/16

f. Temporary Out of Class Assignment/More Hours

- Courtney Acton, from Special Education Aide 5.0 hrs., to Student Specialist – 8.0 hrs., Simas, effective 2/10/16 to 2/12/16

g. Volunteers

<u>Name</u>	<u>School</u>
Nely Rodriguez	Hamilton
Rosio Fierro	Jefferson
Jesus Dominguez	King
Adela Rojas	King
Anna Quair	Monroe
Matthew Rayburn	Monroe
Kristin Uldall (HESD Employee)	Monroe
Yolanda Figueroa	Richmond
Kyla Baker (HESD Employee)	Simas
Adaline Delgadillo	Simas
Kristine Lusk	Simas
Catherine Beaumont	Washington
Billy Cortez	Washington
Lisa Tabarez	Washington
Raymond Tabarez	Washington
Brian Thayer	Washington
Lorraine Uldall	Washington
Alyssa Sanchez	Wilson
Desiree Medina	Monroe/Wilson
Jason Raygoza	Richmond/Kennedy

RECOMMENDATION: Approve.