

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, April 27, 2016

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case# 16-31 - Wilson

Case# 16-32 - Wilson

Case# 16-33 - Wilson

Case# 16-34 - Wilson

Case# 16-35 - Kennedy

Case# 16-36 - Kennedy

- **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*)

Conference with Labor Negotiators – (GC 54957.6)

Agency Representatives: P. Terry & J. Martinez, Employee Organization: HETA

OPEN SESSION

- Take action on 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.)

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) 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 April 8, 2016 and April 15, 2016
- b) Approve minutes of Regular Board Meeting April 13, 2016
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$250.00 from Central California Asthma Collaborative to Roosevelt
- e) Approve donation of \$2,000.00 from Big Lots to MLK
- f) Adopt Resolution #14-16: Regarding Absent Board Member Compensation

3. INFORMATION ITEMS

- a) Receive for information a review of phone survey results (Endo)
- b) Receive for information quarterly reports regarding Williams Uniform Complaints (Terry)
- c) Receive for information the following revised Board Policy: (Carton)
 - BP 0500 – Accountability
- d) Receive for information the following revised Board Policy: (Carton)
 - BP 6179 – Supplemental Instruction

4. BOARD ORGANIZATION

- a) Appointment of Board Member to HESD Foundation and Budget Committee

5. BOARD POLICIES AND ADMINISTRATION

- a) Consider rejection of Claim for Damages: 522758, a minor (Terry)
- b) Consider approval to use Alternative Billing Consultants to process billing submissions for Local Education Agency (LEA) services (McConnell)
- c) Consider approval of the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- d) Consider approval of the following revised Board Policy: (Rubalcava)
 - BP 6142.92 – Mathematics Instruction
- e) Consider approval of consultant contract for Professional Development sessions provided by consultants Julie Joseph and Christine Roberts from Tulare COE (Rubalcava)
- f) Consider approval of consultant contract for Professional Development series provide by consultants Jen Francone and Marla Martin from Tulare COE (Rubalcava)
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 6173 – Education for Homeless Children
- h) Consider approval of the following revised Administrative Regulation: (Simas)
 - AR 6173.1 – Education for Foster Youth
- i) Consider approval of the following deleted Administrative Regulation: (Simas)
 - AR 5111.12 – Residency Based on Parent/Guardian Employment

- j) Consider approval of the following revised Board Policy and Administrative Regulation: (Simas)
 - BP/AR 5111.1 – District Residency
- k) Consider approval of the following revised Board Policy: (Simas)
 - BP 5117 – Interdistrict Attendance
- l) Consider approval of the following revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4154, 4254, 4354 – Health and Welfare Benefits (revised and added group 4354 Management, Supervisory and Confidential Employees)
- m) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4354 – Health and Welfare Benefits for Management, Professional Specialist, Supervisory and Confidential Personnel (renumber to 4354.2)
- n) Hear public input and accept Hanford Elementary School District's (HESD's) initial proposal for a successor agreement with the Hanford Elementary Teachers Association (HETA) beginning with the 2016-2017 school year (Martinez)
- o) Hear public input and accept Hanford Elementary Teachers Association's (HETA's) initial proposal for a successor agreement between HESD and HETA beginning with 2016-2017 school year (Martinez)
- p) Consider approval of extension of SES contract with Supplemental Educational Services (SES) Provider organizations list (Carlton)
- q) Consider approval of bid for the Central Kitchen Remodel to Forcum/Mackey Construction (Mulligan)

6. PERSONNEL (Martinez)

- a) Employment
 - Temporary Employees/Substitutes/Yard Supervisors
 - Debra "Renee" Washington, Substitute Clerk Typist II, effective 4/14/16
 - Beverly Watkins, Substitute Food Service Worker I and Yard Supervisor, effective 4/11/16
- b) Resignations
 - Allyson Amos, READY Program Tutor – 4.5 hrs., King, effective 4/15/16
 - Francisca Estrada de Saldana, Yard Supervisor – 3.25 hrs., Hamilton, effective 4/15/16
 - Cecilia Garcia, Substitute Yard Supervisor, effective 2/19/16
 - Wendy Solano, Substitute Yard Supervisor, effective 2/17/16
 - Brittany Tweedy, Teacher, Hamilton, effective 6/3/16
- c) Retirement
 - Lillian Garcia, School Operations Officer – 8.0 hr., King, effective 6/10/16
- d) More Hours
 - Debora Harris, Yard Supervisor, from 2.25 hrs. to 2.75 hrs., Hamilton, effective 4/18/16
 - Grace Perez, Yard Supervisor, from 2.0 hrs. to 2.75 hrs., Hamilton, effective 4/18/16
- e) Leave of Absence
 - Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 3/15/16 to 4/29/16, medical

- Malissa Frole, Teacher, Monroe, effective 4/15/16 to 5/6/16, baby bonding
 - Olivia Gonsalves, Teacher, King, effective 5/2/16 to 5/19/16, FMLA (Extended)
 - Calvin Winston, Yard Supervisor – 2.0 hrs., Monroe, effective 3/29/16 to 6/3/16, FMLA
- f) Consider approval of an Internship Contract Agreement with Brandman University
- Authorize agreement to enter into an Internship Contract Agreement between Hanford Elementary School District and Brandman University to be effective March 1, 2016 and continuing until February 28, 2018.
- g) Volunteers

<u>Name</u>	<u>School</u>
Marlene Anaya	Hamilton
Shanntel Brightwell	Hamilton
Sara Maravilla (HESD Employee)	Hamilton
Monica Martinez	Monroe
Marty Perryman	Monroe
Frank West	Monroe
Erin Nuño	Simas
Sandra Ortega	Simas

7. FINANCIAL (Endo)

- a) Consider approval of Comprehensive Facilities Maintenance Plan
- b) Consider contract with Isom Advisors for financial planning services

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 8, 2016

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

Date you wish to have your item considered: April 27, 2016

ITEM: Administrative Panel Recommendations and Readmissions

PURPOSE:

Case# 16-31 - Wilson

Case# 16-32 - Wilson

Case# 16-33 - Wilson

Case# 16-34 – Wilson

Case# 16-35 – Kennedy

Case# 16-36 – Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 04/18/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/27/2016

ITEM: Approval of warrants

PURPOSE: The administration is requesting the approval of the warrants listed on the registers dated: 04/08/16 and 04/15/16.

FISCAL IMPACT: See attached.

RECOMMENDATIONS: Approve the warrants.

Warrant Register For Warrants

Dated 04/08/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12516233	29	AIMS EDUCATION FOUNDATION <i>Travel & Conf.</i>	\$4,365.00
12516234	6645	MONICA ALVES <i>Prepaid meals</i>	\$13.70
12516235	6646	ADONIS ALZOLA <i>Other Services</i>	\$46.00
12516236	6342	VALENTINA AMARO <i>All Other Local Revenues</i>	\$20.00
12516237	59	AMERIPRIDE UNIFORM SERVICES <i>mop/mat/Laundry</i>	\$387.77
12516238	5291	AQUARIUS AQUARIUM INSTITUTE <i>Inst'l Consultant</i>	\$321.00
12516239	1690	BATTERY SYSTEMS <i>Transportation & other supp.</i>	\$517.45
12516240	5566	BUREAU OF LECTURES <i>Inst'l Mat'l's</i>	\$295.00
12516241	6380	CALIF STATE UNIVERSITY-FRESNO <i>Inst'l Mat'l's</i>	\$180.00
12516242	4316	CALIF. TUTORING COMPANY LLC <i>Other Services</i>	\$5,037.50
12516243	263	DOUGLAS CARLTON <i>Travel & Conf./Mileage</i>	\$240.50
12516244	5627	CASBO <i>Travel & Conf.</i>	\$255.00
12516245	4382	CASCIO INTERSTATE MUSIC <i>Inst'l Mat'l's</i>	\$143.43
12516246	6363	VERONICA CASTRO <i>All Other Local Revenues</i>	\$21.00
12516247	2164	ALICYN CAWLEY <i>All Other Local Revenues</i>	\$413.98
12516248	1891	DEBRA CAWLEY <i>Mileage</i>	\$51.25
12516249	1667	CDW GOVERNMENT INC. <i>Equipment</i>	\$973.22
12516250	303	CHAFFEE ZOO <i>Inst'l Mat'l's</i>	\$943.50
12516251	907	HERMI CHAVEZ <i>Inst'l mat'l's</i>	\$46.34
12516252	6552	CHILDREN'S STORYBOOK GARDEN <i>Inst'l Consultant</i>	\$800.00
12516253	344	CMEA TREASURER CENTRAL SECTION <i>Inst'l Mat'l's</i>	\$95.00
12516254	6486	CARA CUMMINGS <i>mileage</i>	\$14.69
12516255	6595	D & D SECURITY <i>Equipment</i>	\$2,942.85
12516256	405	DASSEL'S PETROLEUM INC. <i>Fuel</i>	\$245.96
12516257	6419	JAMIE DIAL <i>Travel & Conf.</i>	\$185.00
12516258	433	DISCOVERY CENTER <i>Inst'l mat'l's</i>	\$974.00
12516259	5786	DOCUMENT TRACKING SERVICES <i>Other Services</i>	\$86.27
12516260	6648	ROXANNE ENRIGUEZ <i>Prepaid meals</i>	\$26.40
12516261	5160	RAYMOND ENRIQUEZ <i>All Other Local Revenues</i>	\$2.32
12516262	4416	KATIE FINNEGAN <i>Allowance</i>	\$27.15
12516263	6453	FLOWERS BAKING COMPANY <i>Food</i>	\$400.40
12516264	5960	LAUREN FRANCO <i>Mileage</i>	\$68.96
12516265	2141	FRESNO COUNTY OFFICE OF ED <i>Travel & Conf.</i>	\$300.00
12516266	1769	FRESNO PRODUCE <i>Food</i>	\$9,998.71
12516267	2290	ROBERT A. GARCIA <i>All Other Local Revenues</i>	\$4.15
12516268	2749	GARDA CL WEST INC. <i>Other Services</i>	\$851.98
12516269	1393	GAS COMPANY <i>Gas</i>	\$1,225.30
12516270	3305	GILBERT ELECTRIC COMPANY <i>Rentals, Leases & Repairs</i>	\$989.46
12516271	591	GOLD STAR FOODS <i>Food</i>	\$6,538.60
12516272	1816	LUCY GOMEZ <i>Travel & Conf.</i>	\$188.10
12516273	6020	FRANK R GONZALES <i>Mileage</i>	\$364.03
12516274	1458	JULIAN GONZALEZ <i>Allowance</i>	\$100.00
12516275	620	GRISWOLD LASALLE COBB DOWD <i>Legal</i>	\$3,592.55
12516276	5703	TERESA JAQUEZ <i>Inst'l Consultant</i>	\$939.60
12516277	4117	JANA JASSO <i>All Other Local Revenues</i>	\$40.54
12516278	1252	JOE ROBINSON CONCRETE <i>Rentals, Leases & Repairs</i>	\$600.00
12516279	759	DARYL L. JOHNSON <i>Allowance</i>	\$94.28
12516280	2329	DAMIEN JUAREZ <i>Allowance</i>	\$100.00

Warrant Register For Warrants

Dated 04/08/2016

4/8/2016 7:30:37AM

Warrant Number	Vendor Number	Vendor Name	Amount
12516281	3760	KINGS COUNTY AIR Rentals, Leases & Repairs	\$800.00
12516282	3962	KINGS COUNTY GLASS Rentals, Leases & Repairs	\$637.13
12516283	817	KROEGER EQUIPMENT & SUPPLY CO Bus Repair Parts	\$415.55
12516284	827	LA TAPATIA TORTILLERIA INC. Food	\$654.00
12516285	4216	AIMEE LADD Allowance	\$100.00
12516286	6459	MELODY LEE Mileage	\$369.42
12516287	3048	CINDY LEWIS Mileage	\$13.61
12516288	912	MANGINI ASSOCIATES INC. Other Services/Bldgs & Improvements	\$49,480.55
12516289	5430	ANDREW MARTINEZ All Other Local Revenues	\$9.99
12516290	1684	MATH LEARNING CENTER Inst'l Mat'l's	\$5,152.50
12516291	2243	MATSON ALARM Maint. Supp.	\$36.00
12516292	2243	MATSON ALARM Other Services	\$562.00
12516293	4188	CHAD NIELSEN Inst'l Mat'l's/Allowance	\$49.52
12516294	5111	P & R PAPER SUPPLY COMPANY INC Custodian Supp./Food	\$1,899.84
12516295	3072	JENNIFER PITKIN Other Supp.	\$43.29
12516296	1168	PRODUCERS DAIRY PRODUCTS Food	\$11,045.66
12516297	3604	PROFESSIONAL TUTORS OF AMERICA Other Services	\$646.00
12516298	1184	PURE FORCE Custodian Supp.	\$548.83
12516299	5558	ROSA BROTHERS MILK COMPANY Inst'l Mat'l's	\$290.00
12516300	4511	DOUG ROSE Travel & Conf.	\$20.00
12516301	5923	SASSER SPECIALTIES Printing Supp.	\$2,170.32
12516302	1303	SAVE MART SUPERMARKETS Food/Other Supp.	\$104.73
12516303	5803	SCHOOL ENERGY COALITION Dues & Memberships	\$260.00
12516304	3743	SHRED-IT USA - FRESNO Shredding	\$129.13
12516305	1356	SILVAS OIL COMPANY INC. Fuel	\$528.99
12516306	1374	SMART & FINAL STORES (HFD/DO) Other Supp.	\$254.79
12516307	1801	SMART & FINAL STORES (HFD/KIT) Food/Other Supp.	\$241.40
12516308	2006	JOHN SNYDER Allowance	\$31.39
12516309	3057	CHERIE SOLIAN Mileage	\$64.10
12516310	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$19,116.09
12516311	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$27,729.30
12516312	2188	SUPPLYWORKS Maint. & Custodian Supp.	\$222.50
12516313	1444	SYSCO FOODSERVICES OF MODESTO Food/Other Supp.	\$20,372.39
12516314	1466	TERMINIX INTERNATIONAL Other Services	\$25.00
12516315	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12516316	6638	TEXAS STATE AQUARIUM Inst'l Consultant	\$180.00
12516317	6357	ERIKA TORRES All Other Local Revenues	\$21.00
12516318	2138	THE TREE HOUSE Warehouse	\$916.71
12516319	6032	TUMBLEWEED PRESS INC Inst'l Consultant	\$699.00
12516320	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$2,500.00

Total Amount of All Warrants:

\$194,759.67

Credit Card Register For Payments Dated 04/08/2016

Document Number	Vendor Number	Vendor Name	Amount
14015268	91	AUTOMATED OFFICE SYSTEMS <i>Rentals, Leases & Repairs</i>	\$4,036.04
14015269	3342	CHEMSEARCH <i>Fuel</i>	\$1,178.02
14015270	415	DELRAY TIRE & RETREADING INC. <i>Rentals, Leases & Repairs</i>	\$25.00
14015271	2103	EDGEWOOD PRESS <i>Inst'l Mat'l's</i>	\$777.38
14015272	529	FOLLETT SCHOOL SOLUTIONS <i>Other Services</i>	\$19,579.03
14015273	2461	GAMETIME <i>Equipment</i>	\$3,111.26
14015274	652	HANFORD SENTINEL <i>Other Services</i>	\$148.10
14015275	4141	HMS INC <i>Bldgs & Improvements</i>	\$241.00
14015276	5690	INDOFF INCORPORATED <i>Inst'l Mat'l's/Equipment</i>	\$8,894.40
14015277	5280	J&E RESTAURANT SUPPLY INC <i>Maint. Supp.</i>	\$1,001.51
14015278	806	KINGS COUNTY TROPHY <i>Inst'l Mat'l's</i>	\$420.33
14015279	831	LAKESHORE LEARNING <i>Inst'l Mat'l's</i>	\$1,977.75
14015280	5934	PEARSON - CLINICAL ASSESSMENT <i>Other Supp.</i>	\$99.23
14015281	1214	REALLY GOOD STUFF <i>Allowance/Inst'l Mat'l's</i>	\$222.65
14015282	3849	SCHOLASTIC READING CLUBS <i>Books</i>	\$99.60
14015283	1350	SIGN WORKS <i>Inst'l Mat'l's</i>	\$3,566.69
14015284	3513	SIGNMAX <i>Grounds Supp.</i>	\$221.42
14015285	1702	TRIPLE J CONCRETE <i>Rentals, Leases & Repairs</i>	\$137.60
14015286	1619	WILBUR-ELLIS COMPANY LLC <i>Travel & Conf.</i>	\$200.00
14015287	1637	WOODWIND & BRASSWIND <i>Inst'l Mat'l's</i>	\$168.18

Total Amount of All Credit Card Payments:

\$46,105.19

Credit Card Register For Payments

Dated 04/15/2016

Document Number	Vendor Number	Vendor Name	Amount
14015362	2	A-Z BUS SALES INC Bus Repair Parts	\$753.71
14015363	149	BLICK ART MATERIALS Inst'l Matl's	\$621.40
14015364	415	DELRAY TIRE & RETREADING INC. Grounds Supplies	\$217.55
14015365	529	FOLLETT SCHOOL SOLUTIONS Books	\$113.91
14015366	539	FRANKLIN COVEY PRODUCTS LLC Inst'l Matl's, Office Supplies	\$198.13
14015367	652	HANFORD SENTINEL Other Services	\$915.05
14015368	5690	INDOFF INCORPORATED Warehouse/Equipment/Inst'l Matl's	\$39,238.58
14015369	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$98.86
14015370	1802	MEDALLION SUPPLY Warehouse/Maintenance Supplies	\$1,932.09
14015371	994	MOBILE MODULAR MGMT. CORP. Rentals, Leases	\$3,900.00
14015372	1002	MORGAN & SLATES INC. Maintenance & Grounds Supplies	\$154.52
14015373	1021	NASCO Inst'l Matl's	\$223.17
14015374	5934	PEARSON - CLINICAL ASSESSMENT Other Supplies	\$1,549.14
14015375	1121	PERMA-BOUND Books	\$62.66
14015376	1637	WOODWIND & BRASSWIND Inst'l Matl's	\$196.19
Total Amount of All Credit Card Payments:			\$50,174.96

Warrant Register For Warrants

Dated 04/15/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12516827	6374	ABLE RECOGNITION Office Supplies	\$1,099.67
12516828	2185	ALL SPORTS THERAPY ATHLETIC Other Services	\$50.00
12516829	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$145.50
12516830	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry	\$2,560.32
12516831	6253	AT&T Telephone	\$57.85
12516832	3258	BANK OF AMERICA Inst'l Matl's/Travel & Conf/Other Supplies	\$560.04
12516833	5839	BAZIC PRODUCTS Warehouse	\$922.70
12516834	150	BLINDS ETC. Repairs	\$25.00
12516835	153	BOOKSOURCE Books	\$178.97
12516836	242	STATE OF CALIFORNIA Fuel	\$46.86
12516837	6547	CARDEA SERVICES INC Inst'l Matl's	\$4,611.75
12516838	303	CHAFFEE ZOO Inst'l Matl's	\$380.00
12516839	344	CMEA TREASURER CENTRAL SECTION Office Supplies	\$190.00
12516840	344	CMEA TREASURER CENTRAL SECTION Inst'l Matl's	\$20.00
12516841	405	DASSEL'S PETROLEUM INC. Fuel	\$4,705.26
12516842	4417	CARIN DE LA TORRE Mileage	\$34.67
12516843	5427	MARY DETLEFSEN Mileage	\$157.49
12516844	497	EMPLOYMENT DEVELOPMENT DEPT. State Unemployment Insurance	\$4,947.07
12516845	502	ENTERPRISE RENT A CAR Travel & Conf.	\$231.12
12516846	523	FIRST STRING SPORTS Warehouse	\$263.17
12516847	6232	FOLLETT LIBRARY RESOURCES Books	\$6,992.96
12516848	5960	LAUREN FRANCO Inst'l Matl's	\$26.85
12516849	6650	MONICA P. GARCIA Allowance	\$96.75
12516850	1393	GAS COMPANY Gas	\$1,761.89
12516851	622	CHERYL GUILBEAU Mileage	\$62.53
12516852	3656	HANFORD AUTO & TRUCK PARTS Maintenance, Grounds, Other Supplies	\$518.27
12516853	632	CITY OF HANFORD Water/Sewer	\$8,737.61
12516854	2582	HOUGHTON MIFFLIN Books	\$190.06
12516855	3015	INSECT LORE Inst'l Matl's	\$27.24
12516856	4597	IVS COMPUTER TECHNOLOGY Equipment	\$1,891.20
12516857	5828	KINGS COUNTY DEPT OF PUBLIC WO Fuel	\$83.06
12516858	6309	KINGS COUNTY ELECTIONS Other Supplies	\$20.00
12516859	3962	KINGS COUNTY GLASS Repairs	\$165.13
12516860	808	KINGS WASTE & RECYCLING Garbage	\$567.30
12516861	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$246.92
12516862	6459	MELODY LEE Mileage	\$29.00
12516863	3719	FLORITA MAGALLON Mileage	\$265.14
12516864	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$93.79
12516865	5753	NEW DISCOVERY TOURS Inst'l Matl's	\$4,690.00
12516866	5510	NEWEGG.COM Maintenance Supplies	\$159.93
12516867	1047	NORTHERN TOOL & EQUIPMENT Maintenance Supplies	\$34.83
12516868	1058	OFFICE DEPOT Warehouse	\$82.39
12516869	6257	ORCHARD SUPPLY HARDWARE Maintenance, Grounds, Custodian Supp.	\$1,444.93
12516870	5992	RODRIGUEZ BROS INC Grounds Supplies	\$523.15
12516871	5067	RUSSELL SIGLER INC Maintenance Supplies	\$417.95
12516872	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$412.61
12516873	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$22,555.95
12516874	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$823.19

**Warrant Register For Warrants
Dated 04/15/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12516875	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,619.25
12516876	1405	STAPLES *6252 Inst'l Matl's/Office Supplies	\$508.36
12516877	1414	STEAM CLEANER INC Equipment Replacement	\$7,144.50
12516878	2348	STEVE WEISS MUSIC Inst'l Matl's/Equipment	\$5,201.16
12516879	2188	SUPPLYWORKS Warehouse/Maintenance Supplies	\$1,335.78
12516880	6148	TRANE Maintenance Supplies	\$449.18
12516881	6032	TUMBLEWEED PRESS INC Inst'l Consultant	\$183.10
12516882	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$941.83
12516883	4522	US AIR CONDITIONING DIST INC. Maintenance Supplies	\$80.10
12516884	2653	VALLEY OXYGEN Maintenance, Grounds Supplies	\$387.62
12516885	1554	SONIA VELO Mileage	\$47.63
12516886	1603	WESTERN BUILDING MATERIALS Maintenance Supplies	\$250.81
Total Amount of All Warrants:			\$93,257.39

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 13, 2016

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 13, 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, and Hernandez were present.

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

- Student Discipline pursuant to Education Code section 48918
- Conference with Real Property Negotiator (GC 54956.8)
 - Grangeville Boulevard and 12 Avenue
 - 501 E. Myrtle
- Public Employment/Appointment (GC 54957)

Open Session Trustees returned to open session at 6:30 p.m.

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

Expel Case #16-18 & #16-19 Trustee Hernandez made a motion accept the Findings of Fact and expel case #16-18 and #16-19 for the remainder of the 2015-16 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held April 11, 2016. Parents may apply for Readmission on or after June 3, 2016. Trustee Garcia seconded; motion carried 4-0:

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

Expel Case #16-24, #16-25 & #16-30 Trustee Hernandez made a motion to accept the Findings of Fact and expel case #16-24, #16-25, and #16-30 for the remainder of the 2015-16 school year and the first semester of the 2016-17 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held April 11, 2016. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through December 16, 2016. Trustee Garner seconded; motion carried 4-0:

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

Expel Case #16-20 Trustee Hernandez made a motion to accept the Findings of Fact and expel case #16-20 for the remainder of the 2015-16 school year and the first semester of 2016-17 school year for violation of Education Code 48900 and/or 48915 as determined by the

Administrative Panel at Hearings held April 11, 2016. Parents may apply for Readmission on or after December 16, 2016. Trustee Garcia seconded; motion carried 4-0:

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

**Readmission
Case #16-06**

Trustee Hernandez made a motion to approve readmission for Case# 16-06 based upon the student's compliance with the Plan of Rehabilitation. Trustee Garcia seconded; motion carried 4-0:

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

**Public
Employment**

President Revious stated the Board has been in the process of hiring a new Superintendent in view of Dr. Terry's upcoming retirement. They interviewed qualified candidates and have selected Ms. Joy Gabler to be the new Superintendent of HESD effective July 1, 2016. The Board gave direction to the District's lawyer to meet with Mr. Gabler to negotiate and prepare an employment contract in accordance with the laws of the State of California. That contract has been provided to the Board members and is available for the public. The key terms of the contract are that it is a 3 year contract beginning July 1 through June 30, 2019. The salary amount is for \$175,255.00. This amount is in recognition of the demanding duties to be performed and the fact that HESD is the largest school district in Kings County with both the most number of students and schools.

Trustee Garcia made a motion to approve the contract as prepared and to hire Ms. Gabler as HESD's next Superintendent. Trustee Hernandez seconded; motion carried 4-0:

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

Ms. Gabler expressed gratitude to the Board for the opportunity and praised Dr. Terry for his support and mentorship.

Public Hearing

At 6:40 President Revious opened the Public Hearing: Proposed Increase in Level One Development Fees. David Endo, Chief Business Official, presented information on the packet provided with the agenda. The Development Fee Justification Study will allow for the increase of Level One development fees. The cost of the study was split with Hanford Joint Union High School District. Hanford Elementary will cover 60% and Hanford High 40%.

There were no questions or comments from the public. President Revious closed the public hearing at 6:42.

**Public
Comments**

None

Board and Staff Comments	Superintendent Paul Terry stated the Central Valley Education Coalition will be hosting a dinner on April 28, 2016. Jessica will contact Board with additional information.
Requests to Address the Board	None
Dates to Remember	President Revious reviewed dates to remember: Annual HESD Track Meet/Cinder XXI – April 23 rd at 8:30 a.m.; Regular Board Meeting – April 27 th at 5:30 p.m.

CONSENT ITEMS

Trustee Garner made a motion to take consent items “a” through “i” together.
Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Garner then made a motion to approve consent items “a” through “i”.
Trustee Hernandez seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Warrant listings dated 3/4/16, 3/11/16, 3/18/16, 3/29/16 and 4/1/16.
- b) Minutes of Special Board Meeting Minutes April 2, 2016 and Regular Board Meeting March 9, 2016.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,500.00 from Hamilton Parent Teacher Club.
- e) Donation of \$4,107.93 from Jefferson Parent Teacher Club.
- f) Donation of \$6,607.22 from Woodrow Wilson Student Body.
- g) Donation of \$250.00 from San Joaquin Valley Air Pollution Control District.
- h) Donation of \$7,400.00 from Simas Parent Teacher Club.
- i) Donation of \$1,306.00 from Roosevelt Parent Teacher Club.

INFORMATION ITEMS

LCAP PAC	Doug Carlton, Director of Categorical Programs, presented for information a report from the Hanford Elementary LCAP Parent Advisory Committee on January 19, 2016. The PAC received information on the function and purpose of the PAC, the Local Control Funding Formula, student achievement under LCAP, the District's programs and services for English learners, and School Family Compact. The PAC recommended to the Board to approve the report presented, continue to provide additional services and support to English learner students, continue to monitor the progress and provide support for students who have been reclassified as Fluent English Proficient, and continue to obtain input from stakeholders for revision to the School-Family Compact.
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- DELAC** Lucy Gomez, Director of Curriculum & Instruction, presented for information a report from the District English Learner Advisory Committee on January 20, 2016. The DELAC received for information on the achievement of English learners, English learner's access to Common Core Standards and EL Development Standards, the progress English learners are making, and the District's reclassification rate. The DELAC recommended to the Board to continue to monitor the progress and achievement of English learners, continue to provide or expand programs and services for English learners, continue to reclassify students as FEP, and approve Consolidated Application for funding.
- BP/AR 6142.1** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- BP 6142.92** Jill Rubalcava, Director of Curriculum and Instruction, presented for information the following revised Board Policy:
- BP 6142.92 – Mathematics Instruction
- BP/AR 6173** Liz Simas, Coordinator of Child Welfare & Attendance, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6173 – Education for Homeless Children
- AR 6173.1** Liz Simas, Coordinator of Child Welfare & Attendance, presented for information the following revised Administrative Regulation:
- AR 6173.1 – Education for Foster Youth
- AR 5111.12** Liz Simas, Coordinator of Child Welfare & Attendance, presented for information the following revised Administrative Regulation:
- AR 5111.12 – Residency Based on Parent/Guardian Employment
- BP/AR 5111.1** Liz Simas, Coordinator of Child Welfare & Attendance, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5111.1 – District Residency
- BP 5117** Liz Simas, Coordinator of Child Welfare & Attendance, presented for information the following revised Board Policy:
- BP 5117 – Interdistrict Attendance
- BP/AR 4154, 4254, 4354** Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 4154, 4254, 4354 – Health and Welfare Benefits (revised and added group 4354 Management, Supervisory and Confidential Employees)
- AR 4354** Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Administrative Regulation:
- AR 4354 – Health and Welfare Benefits for Management, Professional Specialist, Supervisory and Confidential Personnel (keep information but renumber this AR to 4354.2) (revised and added group 4354 Management, Supervisory and Confidential Employees)
- HETA Proposal** Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the Hanford Elementary Teacher Association's (HETA) initial proposal for

a successor agreement between Hanford Elementary School District (HESD) and HETA.

Mike Rogers, teacher to HESD, stated he is proud to work for HESD and to be a member of HETA. Mike introduced HETA's negotiating team.

HESD Proposal Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the District's initial proposal for a successor agreement between HESD and Hanford Elementary Teacher Association (HETA).

Jaime Martinez introduced HESD's negotiation team.

BOARD ORGANIZATION

Garcia elected Vice-President for 2016 Trustee Revious stated that Trustee Denis Hill will be missed. With his unfortunate passing and serving as the Vice-President to the Board it is necessary to appoint a new Vice-President.

Trustee Hernandez nominated Garcia for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Revious moved that nominations be closed, Trustee Garner seconded, and the motion carried 4-0:

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

Trustees then cast their votes by roll call for Garcia as Vice-President of the Board of Trustees:

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

By unanimous vote, Garcia was elected to serve as 2016 Vice-President of HESD Board of Trustees.

Process & Timeline Trustee Garcia made a motion to approve the process and timeline to make a provisional appointment to fill a vacancy on the Board of Trustees. Trustee Hernandez seconded; motion carried 4-0:

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

BOARD POLICIES AND ADMINISTRATION

CTL-SEE's Proposal Trustee Garcia made a motion to approve the CTL-SEE's proposal for approval to provide testing services for the John F. Kennedy Jr. High School Shade Structure Project. Trustee Garner seconded; motion carried 4-0:

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

- Painting Project Monroe & Richmond** Trustee Garcia made a motion to approve the award of bid for the exterior painting projects for Monroe and Richmond Schools to JPB Design, Inc. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- BP 6190** Trustee Hernandez made a motion to approve revised Board Policy 6190 – Evaluation of the Instructional Program. Trustee Garcia seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- AR 4119.11** Trustee Garner made a motion to approve revised Administrative Regulation 4119.11 – Sexual Harassment. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- AR 4161.11** Trustee Garcia made a motion to approve revised Administrative Regulation 4161.11 – Industrial Accident/Illness Leave. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- AR 3512** Trustee Garcia made a motion to approve revised Administrative Regulation 3512 – Equipment. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- BP/AR 3270** Trustee Garner made a motion to approve revised Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies. Trustee Garcia seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- E 3553** Trustee Hernandez made a motion to approve revised Exhibit 3553 – Free and Reduced Price Meals. Trustee Garcia seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
- E-Rate Form** Trustee Garner made a motion to approve the E-Rate Form 471 Application for year

471

2016 - Firewall. Trustee Hernandez seconded; motion carried 4-0:

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

PERSONNEL

Trustee Garner made a motion to take Personnel items "a" through "j" together.

Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Garner then made a motion to approve Personnel items "a" through "j".

Trustee Hernandez seconded; the motion carried 4-0:

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

Item "a" – Employment

The following items were approved:

Certificated Short-term Employment

- John Passmore, Substitute SDC Teacher, Simas, effective 3/29/16 to 6/3/16

Classified

- Soo Ji Lee, Health Care Assistant – 6.0 hrs., King, effective 3/31/16
- Fernanda Mosqueda, READY Program Tutor – 4.5 hrs., Washington, effective 3/10/16

Temporary Employees/Substitutes/Yard Supervisors

- Tyson Azevedo, Substitute Groundskeeper II, effective 4/11/16
- Esther Flores Banuelos, Short-term Yard Supervisor – 1.25 hrs., Richmond, effective 3/29/16 to 6/3/16
- Miranda Banuelos, Substitute Yard Supervisor, effective 3/14/16
- Oscar Barron, Short-term Health Care Assistant – 6.0 hrs., Roosevelt, effective 3/29/16 to 5/15/16
- Damon Beck, Substitute Bus Driver, effective 3/14/16
- Carrie Boles, Short-term Custodian I – 8.0 hrs., Monroe/King, effective 4/8/16 to 4/29/16
- Yesenia Zarate Brito, Substitute Yard Supervisor, effective 3/18/16
- Valerie Esparza-Lopez, Substitute Yard Supervisor, Clerk Typist II, Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 3/18/16
- Jeannie Fromme, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 3/1/16
- Bibiana Gonido, Substitute Yard Supervisor, effective 3/3/16
- Cedric Harbor, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 3/29/16 to 5/2/16
- Diana Lugo, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 3/30/16 to 4/29/16
- Deanna Luna, Substitute Yard Supervisor, effective 3/18/16
- Sara Maravilla, Substitute Yard Supervisor, effective 3/15/16
- Bertha Martin, Short-term Babysitter – 1.0 hr., (W), King, effective 3/30/16 to 5/18/16
- Alicia Martinez, Substitute READY Program Tutor, effective 3/29/16

- Hannah Miller, Substitute READY Program Tutor and Yard Supervisor, effective 3/31/16
- Melisa Rodriguez Medel, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 3/29/16 to 6/3/16
- Fernanda Mosqueda, Substitute Yard Supervisor, effective 3/29/16
- Sylvia Reyna, Short-term Food Service Worker I – 1.5 hrs., Jefferson, effective 3/29/16 to 6/3/16
- Jacob Simas, Short-term Custodian I – 8.0 hrs., Wilson, effective 4/1/16 to 4/29/16
- Jamie Souza, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 3/29/16 to 6/3/16
- Sandy Bautista Vasquez, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 3/29/16 to 6/3/16
- Joseph Vidal, Substitute Custodian I, effective 3/29/16
- Lesley Walker-Flores, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 3/29/16 to 6/3/16
- Breanna Young, Short-term Yard Supervisor – 1.5 hrs. (M,T,Th,F) and .50 hr. (W), Simas, effective 3/29/16 to 6/3/16

***Item "b" –
Resignations***

- Tyson Azevedo, Groundskeeper II – 8.0 hrs., Grounds/District Services Facilities, effective 4/8/16
- Sarah Coakley, Media Services Aide – 5.5 hrs., Wilson, effective 6/10/16
- Selina Cunha, Teacher, Hamilton, effective 6/3/16
- Yessika Del Agua, Substitute Yard Supervisor, effective 12/11/15
- Emily Edwards, Health Care Assistant – 6.0 hrs., King, effective 4/1/16
- Jenell Haire, Teacher, Roosevelt, effective 6/3/16
- Zaneia Jones, READY Program Tutor – 4.5 hrs., Lincoln, effective 4/1/16
- Nilo Moreno, Food Service Worker I – 3.25 hrs., Jefferson, effective 6/3/16
- LaVerne O'Daniel, Educational Tutor K-6 – 3.5 hrs., Washington, effective 5/12/16
- Stephanie Zanin, Teacher, King, effective 6/3/16

***Item "c" –
Retirement***

- Hermi Chavez, School Operations Officer – 8.0 hrs., Simas, effective 8/26/16
- Raul Guzman, Yard Supervisor – 3.5 hrs., Monroe, effective 3/18/16
- Margaret Rios, Yard Supervisor – 2.5 hrs., Wilson, effective 6/3/16

***Item "d" –
Release from
Temporary
Employment***

- Torrey Edwards, Temporary Teacher, Lincoln, effective 6/3/16

***Item "e" – More
Hours***

- Guadalupe Lopez, Yard Supervisor, from 1.5 to 1.75 hrs., Jefferson, effective 3/7/16
- Diana Lugo, Yard Supervisor, from 2.5 hrs. to 3.75 hrs., Jefferson, effective 3/7/16

***Item "f" –
Temporary Out
of Class
Assignment/Mor
e Hours***

- Zaneia Jones, from READY Program Tutor – 4.5 hrs. to Lead READY Program Tutor – 5.0 hrs., Lincoln, effective 3/29/16 to 4/1/16
- Lindsey Silva, from READY Program Tutor – 4.5 hrs. to Lead READY Program Tutor – 5.0 hrs., Lincoln, effective 4/1/16 to 6/3/16

**Item "g" –
Temporary Out
of Class
Assignment/Transfer**

- Katie Luis, from Lead READY Program Tutor – 5.0 hrs., Lincoln to Administrative Secretary I – 8.0 hrs., READY Program/Special Services, effective 3/29/16 to 4/29/16

**Item "h" – Leave
of Absence**

- Olivia Gonsalves, Teacher, King, effective 3/29/16 to 4/29/16, FMLA
- Jaqueline Huerta, Teacher, Lincoln, effective 3/29/16 to 5/6/16, baby bonding
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 3/11/16 to 6/3/16, personal

**Item "i" – Leave
of Absence**

- Credentialed Teacher Salary Schedule "A" (Interim)
- Non-Credentialed Teacher and Intern Salary Schedule "B" (Interim)
- School Nurse Salary Schedule "C" (Interim)
- Classified, Substitute/Temporary Wage Schedule (Interim)

**Item "j" –
Volunteers**

<u>Name</u>	<u>School</u>
Socorro Huerta	Hamilton
Valerie Esparza-Lopez	Jefferson
Lauren Franco (HESD Employee)	Jefferson
Shelly Garrett (HESD Employee)	Jefferson
Luis Ferrer	Lincoln
Rhonda MacGuire	Lincoln
Andrea Wilson	Lincoln
Michael Carrillo (HESD Employee)	Monroe
Lorena De Souza	Monroe
Joanna Loza	Monroe
Michelle Martin	Monroe
Candy Mullins (HESD Employee)	Monroe
Leonicia Pacheco	Monroe
Gabriela Santos	Richmond
Benita Cisneros	Roosevelt
Adonis Alzola	Simas
Daisy Gonzalez	Simas
Maria Ruiz	Simas
Manuela Lerma	Washington
Raquel Ramirez	Washington
Mirsha Vargas	Washington
Richard Thompson	Monroe/Wilson
Sylvia Seaver	Richmond/Jefferson

FINANCIAL

**Human
Resources
Consultants**

Trustee Garner made a motion to approve the contracts for two consultants engaged to assist Human Resources recruitment activities in the amount of \$500 each. Trustee Garcia seconded; motion carried 4-0:

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

**Mobile Modular
Management
Lease**

Trustee Garcia made a motion to approve the renewal of lease agreements with Mobile Modular Management Corporation for four (4) portable classrooms and one portable restroom facility. Trustee Hernandez seconded; motion carried 4-0:

Agreements

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

Resolution #12-16 Trustee Garcia made a motion to adopt Resolution #12-16 which adopt the Development Fee Justification Study and increases the Level 1 fee. Trustee Garner seconded; motion carried 4-0:

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

IES Contract Trustee Hernandez made a motion to approve the contract with Indoor Environmental Services (IES) to provide a Facility Energy Master Plan. Trustee Garner seconded; motion carried 4-0:

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

Resolution #13-16 Trustee Garner made a motion to adopt Resolution #13-16 which allows the District to apply for funding for the electric vehicle charging stations. Trustee Hernandez seconded; motion carried 4-0:

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

Adjournment There being no further business, President Revious adjourned the meeting at 7:25 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-228	D	Wilson	Pioneer	4/18/2016
I-229	D	Kennedy	Lakeside	4/18/2016
I-330	A	Washington	Kit Carson	4/18/2016

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: March 18, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Consider acceptance of \$250.00 donation from Central California Asthma Collaborative to Roosevelt School.

PURPOSE: To create projects and activities around air quality.

FISCAL IMPACT (if any): Increase of \$250.00 to account
#0100-0000-0-1110-1000-430001-026-0000

RECOMMENDATION (if any): Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 4/15/16

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: \$2000.00 donation from Big Lots**PURPOSE:** To make available funds for instructional materials, classroom supplies, incentives for student behavior and attendance for our MLK staff and students**FISCAL IMPACT:** Increase in MLK general budget account #
0100-0000-0-1110-1000-430001-022-0000**RECOMMENDATIONS:** Please Accept

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: April 14, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Consider adopting Resolution #14-16: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the February 24, 2016 meeting due to illness.

FISCAL IMPACT: Not to exceed \$240 per month.

RECOMMENDATIONS: Adopt Resolution #14-16.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 14-16
Board of Trustees
Hanford Elementary School District**

**RESOLUTION REGARDING ABSENT BOARD MEMBER COMPENSATION
(Education Code § 35120(c))**

WHEREAS, Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board.

NOW, THEREFORE BE IT RESOLVED that the Hanford Elementary School District Board of Trustees determines as follows:

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held February 24, 2016 due to:
 - ☐ performing services outside the meeting for the school district
 - ☒ illness
 - ☐ jury duty
 - ☐ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 27th day of April 2016 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Timothy Revious, President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT***Board Member Absence Verification***

In accordance with Board Bylaw 9250, if a member of the Board of Trustees does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. Board members may be paid for meetings they missed when the Board of Trustees finds that they were performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

I was absent from the Board meeting conducted on February 24, 2016.

☐ I am not requesting compensation for the meeting.

☒ I am requesting compensation for the meeting since I was absent from the meeting for the following reason (*check one*):

☐ Performing designated service for the district.

☒ Illness.

☐ Jury Duty.

☐ Hardship (please specify) _____

Board Member Name: Lupe Hernandez

Board Member Signature: Lupe Hernandez Date: 3/9/16

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 04/27/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/18/2016

ITEM: Review phone survey results

PURPOSE: The District contracted with Isom Adviors to conduct a phone survey to assess the public's opinion on the projects that have been identified in the Facilities Master Plan and the financing thereof. The survey has been completed and Jason List from Isom Advisors is will be presenting the results.

FISCAL IMPACT: None.**RECOMMENDATIONS:** This item is for information only.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: April 13, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Quarterly report (1/1/16 – 3/31/16) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

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

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

For the third quarter of 2015-16 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Valenzuela/CAHSEE Lawsuit Settlement

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: HANFORD ELEMENTARY

Person completing this form: Paul J. Terry

Title: Superintendent

Quarterly Report Submission Month/Quarter:
(check one)

☐
☐
☒
☐

October 1st Quarter
January 2nd Quarter
April 3rd Quarter
July 4th Quarter

Quarterly Report Submission Year: 2015-16

Date for information to be reported publicly at governing board meeting: April 27, 2016

Please check the box that applies:

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

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

Paul J. Terry, Ed.D.
Superintendent

Signature

April 28, 2016
Date

Please submit to:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Receive the following revised Board Policy for information:

- BP 0500--Accountability

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

FISCAL IMPACT: None

RECOMMENDATIONS: Receive BP 0500 for information.

Hanford ESD

Board Policy

Accountability

BP 0500

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board ~~of Trustees~~ recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate systems and processes and measures to monitor results and to evaluate ~~the district's~~ progress toward accomplishing the district's vision and goals.–

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 2140 - Evaluation of the Superintendent)–

(cf. 3460 - Financial Accountability and Reports)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

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

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6190 - Evaluation of the Instructional Program)

(cf. ~~9000 - Role of the Board~~)

~~(cf. 9005 - Governance Standards)~~

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

~~The Board and the Superintendent shall agree upon appropriate measures of~~
Indicators of district progress in improving, school, and student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 6162.5 - Student Assessment)

~~performance and~~ (cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, establish a schedule for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster, foster youth, and homeless students when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

The Superintendent shall provide providing regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP). progress.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

~~Opportunities for feedback from students, parents/guardians, staff and community members shall be made available as part of the review and evaluation of district programs.~~

~~Indicators of district progress in improving student achievement shall include, but not be limited to, the Academic Performance Index (API) established by the state's accountability system and measures of "adequate yearly progress" (AYP) required under the federal accountability system.~~

~~(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)~~

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

(cf. 1220 - Citizen Advisory Committees) ~~6162.51 - Standardized Testing and Reporting Program)~~

~~Following the annual publication of the API and school rankings by the Superintendent of Public Instruction, the Board shall, at a regularly scheduled meeting, discuss the results of each school's annual ranking. (Education Code 52056)~~

~~This discussion shall include an examination of scores from the Standardized Testing and Reporting (STAR) program, by school, grade, and student subgroup, including disaggregated data based on socioeconomic status, race/ethnicity, enrollment in special education, English proficiency, and gender.~~

(cf. 6020 - Parent Involvement) ~~3553 - Free and Reduced Price Meals)~~

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and/or assistance, awarding incentives or rewards, and establishing other performance-based consequences.–

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 4141/4241 - Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

33400-33407 California Department of Education~~CDE~~ evaluation of district programs

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

52052-52052.1 Academic Performance Index

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52060-52077 Local control and accountability plan

~~52050-52059 Public Schools Accountability Act~~

~~60640-60649 Standardized Testing and Reporting Program~~

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments

15440-15463 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 _Accountability, adequate yearly progress

6312 _Local educational agency plan

6316 _School and district improvement

CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 _Adequate yearly progress

~~200.30-200.35 Identification of program improvement schools~~

~~200.36-200.38 Notification requirements~~

~~200.52-200.53~~ Program~~District~~ improvement

Management Resources:

~~CSBA PUBLICATIONS~~

~~Maximizing School Board Governance~~

WEB SITES

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

California Department of Education, Accountability: ~~–~~<http://www.cde.ca.gov/ta/ac>

U.S. Department of Education, ~~No Child Left Behind~~: <http://www.ed.gov>

(3/06 10/13) 10/15 ~~Policy~~ ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~adopted: September 19, 2001~~ ~~Hanford, California~~
~~revised: September 20, 2006~~
revised: April 27, 2016

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Receive the following revised Board Policy for information:

- BP 6179 Supplemental Instruction

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

FISCAL IMPACT: None

RECOMMENDATIONS: Receive BP 6179 for information.

Hanford ESD

Board Policy

Supplemental Instruction

BP 6179

Instruction

The Governing Board of Trustees recognizes that high-quality supplemental instruction ~~instructional programs~~ can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

~~(cf. 5148.2 - Before/After School Programs)~~

~~(cf. 5149 - At Risk Students)~~

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6164.5 - Student Success Teams)

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

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

(cf. 1020 - Youth Services)

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental instruction outside the regular school day. In such cases, written parent/guardian consent shall be obtained for the student's participation.

Supplemental instruction shall be offered to:

1. Students in grades 2-9 who have been retained or recommended for retention at their current grade level (Education Code 37252.2, 48070.5)

(cf. 5123 - Promotion/Acceleration/Retention)

4. Eligible students from low-income families whenever the district or a district school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more consecutive years (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

2

In addition, supplemental instruction may be offered to:

1. Students who are identified as being at risk ~~have been recommended~~ for retention ~~at their current grade level or are at risk of retention~~ (Education Code 48070.5)

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

3. ~~Students in grades 7-8 who do not demonstrate "sufficient progress" toward passing the state exit examination required for high school graduation (Education Code 60851)~~

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

~~"Sufficient progress" shall be determined based on~~ state assessment results, ~~a student's grades, or other~~ and the following indicators of academic achievement:

a. ~~Student's results on state assessments administered pursuant to Education Code 60640-60649~~

b. ~~The minimum levels of proficiency recommended by the State Board of Education.~~

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

(cf. 6162.51 - State Academic Achievement Tests)

~~The curriculum of the supplemental instructional program shall reflect state academic content standards to the extent that the district curriculum is aligned with those state standards, and shall be designed to assist students to succeed on the exit exam. (Education Code 60851)~~

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

2. Students who:

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

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

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

~~(cf. 3100 - Budget)~~

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

~~(cf. 6173.1 - Education for Foster Youth)~~

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

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

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

3. High school students who need support to successfully complete courses required for graduation(cf. 6143 - Courses of Study)

~~(cf. 6172 - Gifted and Talented Student Program)~~

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

~~(cf. 1020 - Youth Services)~~

~~When determined to be necessary by the principal or designee, a student may be required to~~

~~participate in a supplemental instruction. In such cases, written parent/guardian consent shall be obtained for the student's participation.~~

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37223 Weekend classes

37252-37254.1 Supplemental instruction, summer school

~~41505-41508 Pupil Retention Block Grant~~

42238.01-42238.07 Local control funding formula

46100 Length of school day

48070-48070.5 Promotion and retention

48200 Compulsory education

48985 Translation of notices

51210-51212 Courses of study, elementary schools

51220-51228 Courses of study, secondary schools

52060-52077 Local control and accountability plan

60603 Definitions, core curriculum areas

60640-60649 California Assessment of Student Performance and Progress

60850-60859 High school exit examination, especially:

60851.5 Suspension of high school exit examination

CODE OF REGULATIONS, TITLE 5

11470-11472 Summer school

UNITED STATES CODE, TITLE 20

6316 Program improvement schools and districts

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Supplemental Educational Services, January 14, 2009

Innovations in Education: Creating Strong Supplemental Educational Services Programs, May 2004

WEB SITES

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

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

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

~~(11/07 12/13) 12/15 Policy~~ ~~_____ HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~adopted: November 20, 2002~~ ~~_____ Hanford, California~~
~~revised: February 9, 2005~~
~~revised: May 7, 2008~~
~~revised: January 14, 2015~~
revised: April 27, 2016

revised: ~~January 14, 2015~~
revised: April 27, 2016

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: April 20, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Appointment of Board member to HESD Foundation and Budget Committee

PURPOSE: Appoint trustees to fill vacancy on the HESD Foundation and Budget Committee

FISCAL IMPACT: None

RECOMMENDATIONS: Appoint trustee participation to District's committees

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: April 20, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Consider rejection of Claim of Damages: 522758, a minor

PURPOSE: The District has received a Claim for Damages resulting from an alleged injury a student sustained due to the alleged actions of a substitute teacher on October 12, 2015. The District's claims administrator (Keenan & Associates) recommends that the Board reject the Claim. Following rejection of the Claim, the claims administrator will proceed with potential resolution of this Claim on the District's behalf.

FISCAL IMPACT: None at this time.

RECOMMENDATIONS: Reject Claim of Damages: 522758, a minor

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Request approval to use Alternative Billing Consultants to process billing submissions for Local Education Agency (LEA) services.

PURPOSE: For approximately nineteen years, the District has participated in a program between the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients as a means of obtaining additional federal funds. Reimbursement is given for services already being provided to students.

Hanford Elementary has used Alternative Billing Consultants (ABC) to process and submit Hanford Elementary School District's medical billing through Local Education Agency (LEA) for many years. ABC keeps HESD informed of new regulations and continues to process medical reimbursement claims in a timely manner and with great accuracy.

FISCAL IMPACT: Annual fee of \$1800; per claim fee of \$1.50

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: April 14, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Administrative Regulation 6142.1 & Board Policy 6142.1

PURPOSE: Policy and regulation updated to reflect new law requiring districts to provide comprehensive sexual health education in grades 7-12, with a requirement to teach one time in the middle grades (7-8) and in to integrate such instruction with HIV/AIDS prevention education.

FISCAL IMPACT: Initial impact of curriculum costs/ongoing cost for student workbooks

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Sexual Health And HIV/AIDS Prevention Instruction

BP 6142.1

Instruction

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's sexual health and HIV/AIDS prevention instruction is to educational program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infections and unintended pregnancy and sexually transmitted diseases and to encourage students to develop to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender ~~roles~~, sexual orientation, dating relationships, marriage, and family. ~~The Board therefore desires to provide a well-planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention.~~

(cf. 5030 - Student Wellness)

(cf. 6142.8 - Comprehensive Health Education)

Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12, including at least once in junior high or middle school and at least once in high school. (Education Code 51934)

The district's curriculum shall support the purposes of the California Healthy Youth Act as specified in Education Code 51930-51939, be unbiased and inclusive of all students in the classroom, and be aligned with the state's content standards, ~~based on medically accurate and factual information, and designed to teach students to make healthy choices and reduce high-risk behaviors.~~ ~~The district's program shall comply with the requirements of law, Board policy, and administrative regulation and.~~ The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.25 - Availability of Condoms)

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

(cf. 6143 - Courses of Study)

The Superintendent or designee may appoint a coordinator and/or an advisory committee regarding the district's comprehensive sexual health ~~program and HIV prevention curriculum~~. The advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing, and evaluating the district's ~~comprehensive sexual health education program~~. ~~The Board shall consider the advisory committee's recommendations when approving the district's program program.~~

(cf. 1220 - Citizen Advisory Committees)

Parent/Guardian Consent

Annually, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing that ~~his/her~~their child be excused from participating in ~~HIV/AIDS prevention or comprehensive~~ sexual health and HIV prevention education. – Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939)

(cf. 5022 - Student and Family Privacy Rights)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51225.35 Instruction in sexual harassment and violence; districts that require health education for graduation

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 ~~Comprehensive Sexual Health and HIV/AIDS Prevention Education~~California Healthy Youth Act

67386 Student safety; affirmative consent standard

HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

UNITED STATES CODE, TITLE 20
 1232h Protection of student rights
 7906 Sex education

Management Resources:

CSBA PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

WEB SITES

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

~~American Academy of Pediatrics: http://www.aap.org~~

~~American College of Obstetricians and Gynecologists: http://www.acog.org~~

~~American Public Health Association: http://www.apha.org~~

California Department of Education, Sex Education and HIV/STD Instruction:

~~http://www.cde.ca.gov/ls/he/se~~

California Department of Public Health: ~~http://www.cdph.ca.gov~~

California Healthy Kids Resource Center: ~~http://www.californiahealthykids.org~~

California Safe Schools Coalition: ~~http://www.casafeschools.org~~

Centers for Disease Control and Prevention: ~~http://www.cdc.gov~~

~~National Academy of Sciences: http://www.nationalacademies.org~~

~~U.S. Department of Health and Human Services, Office of the Surgeon General:~~

~~http://www.surgeongeneral.gov~~

U.S. Food and Drug Administration: ~~http://www.fda.gov~~

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 20, 2009 Hanford, California

Revised: April 13, 2016

Hanford ESD

Administrative Regulation

Sexual Health ~~AND~~ And HIV/AIDS Prevention Instruction

AR 6142.1

Instruction

~~Instruction and Materials~~

Definitions

Comprehensive sexual health education means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction and materials are: (Education Code 51933, 51934):on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

~~1. Age appropriate~~

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

~~2. Factually and medically accurate and objective~~

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

~~3. Available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner, as otherwise provided in the Education Code~~

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

General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)

1. Are age appropriate
 2. Are factually and medically accurate and objective
 3. Align with and support the following purposes as specified in Education Code 51930:
 - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
 - b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
 - c. To promote understanding of sexuality as a normal part of human development
 - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
 - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
 4. ~~Appropriate~~ Are appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds, ~~and~~ students with disabilities; and English learners
- (cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
5. ~~Accessible~~ (cf. 6174 - Education for English Language Learners)
5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
 6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
 6. ~~Not teaching~~ 7. Do not reflect or promoting religious doctrine

~~7. Not reflecting~~promote bias ~~or promoting prejudice~~ against ~~students~~any person in protected categories of discrimination pursuant to Education Code 220

8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships

9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes

10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so

11. Teach the value of and prepare students to have and maintain committed relationships such as marriage

12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, and intimidation

(cf. 5145.-3 - Nondiscrimination/Harassment)

~~Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent, if such courses contain: (Education Code 51932)~~

~~1. Solely a description or illustration of human reproductive organs that may appear in a textbook adopted pursuant to law on physiology, biology, zoology, general science, personal hygiene, or health~~

~~(cf. 6142.8 - Comprehensive Health Education)~~

~~(cf. 6142.93 - Science Instruction)~~

~~2. Instruction or materials that discuss gender, sexual orientation, or family life and do not discuss human reproductive organs and their function~~

~~(cf. 6143 - Courses of Study)~~

Additional Requirements13. Provide students with knowledge and skills for HIV/AIDS-Prevention Instruction

~~HIV/AIDS prevention instruction shall be offered at least once in junior high or middle school and once in high school. (Education Code 51934)~~

~~Instruction shall accurately reflect the latest information and recommendations from the United-~~

~~States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences. The district's curriculum shall satisfy the criteria listed in items #1-7 in the section entitled "Instruction and Materials" above and shall also include: (Education Code 51931, 51934~~making and implementing healthy decisions about sexuality~~)~~

- ~~1. Information on the nature of HIV/AIDS and its effects on the human body~~
- ~~2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection~~
- ~~3. Discussion of methods to reduce the risk of HIV infection, including:~~
 - ~~a. Emphasis that sexual abstinence, monogamy, the avoidance of multiple sexual partners, and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention~~
 - ~~b. Statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection~~
 - ~~c. Information on other methods that may reduce the risk of HIV transmission from intravenous drug use~~
- ~~4. Discussion of the public health issues associated with HIV/AIDS~~
- ~~5. Information on local resources for HIV testing~~negotiation ~~and medical care~~
- ~~6. Development of~~ refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
- ~~7. Discussion about societal views on HIV/AIDS, including stereotypes and myths regarding persons with HIV/AIDS and emphasizing compassion for persons living with HIV/AIDS~~

Additional Requirements for 14. Do not teach or promote religious doctrine

Components of Sexual Health Instruction and HIV Prevention Education

~~The district's-~~

The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed in items #1-7 above in the section entitled ""General Criteria for Instruction and Materials" above as well as, " shall include all of the following criteria: (Education Code 51931, 5193351934)

- ~~1. Instruction and materials shall encourage a student to communicate with his/her parents/guardians about human sexuality.~~
- ~~2. Instruction and materials shall teach respect for marriage and committed relationships.~~

~~3. Beginning in grade 7, instruction and materials shall teach~~1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body

2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use

3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy, ~~teach that abstinence from sexual activity is the only certain way to prevent sexually transmitted diseases, and-~~

The instruction shall provide information about the value of ~~abstinence~~delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy ~~and sexually transmitted diseases.~~

(cf. 5141.25 - Availability of Condoms)

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

~~4. Beginning in grade 7, instruction and materials shall provide information~~ Information about sexually transmitted diseases. This instruction shall include how sexually transmitted diseases are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of ~~reducing that prevent or reduce~~ the risk of contracting HIV and other sexually transmitted diseases, and information on local resourcesinfections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention

5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing

6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others

7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and that testing is the only way to know if one is HIV-positive

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for ~~sexually transmitted diseases.~~HIV and other sexually transmitted infections and

pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence

~~5. Beginning in grade 7, instruction and materials shall provide information~~^{9.} Information about the effectiveness and safety of ~~all~~ FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:

~~(cf. 5141.25—Availability of Condoms)~~

~~6. Beginning in grade 7, instruction and materials shall provide students with skills for making and implementing responsible decisions about sexual conduct.~~

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

~~7. Beginning in grade 7, instruction and materials shall provide students with information a.~~
Parenting, adoption, and abortion

b. Information on the law ~~concerning~~^{on} surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5.

~~(cf. 6143—Courses of Study)~~

c. The importance of prenatal care

10. Information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking

Professional Development

The district's ~~instruction~~^{comprehensive sexual health education and HIV prevention education} shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted ~~diseases~~^{infections}. (Education Code ~~51932~~⁵¹⁹³¹, 51933, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/~~AIDS~~ prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

(cf. 4131 - Staff Development)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/~~AIDS~~ prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/~~AIDS~~. In-service training shall be voluntary for ~~district~~ personnel who have demonstrated expertise or received in-service training from the CDE or ~~federal~~ Centers for Disease Control and Prevention. _ (Education Code 51935)

The Superintendent or designee may expand HIV/~~AIDS~~ in-service training to cover the topic of comprehensive sexual health education for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. _ (Education Code 51935)

Use of Consultants or Guest Speakers

The Superintendent or designee may contract with outside consultants ~~with expertise in comprehensive sexual health or HIV/AIDS prevention education~~ or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver ~~the instruction or to provide training for district personnel comprehensive sexual health and HIV prevention education or to provide training for district personnel.~~ All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. _ (Education Code 51933, 51934, 51936)

(cf. 6145.8 - Assemblies and Special Events)

Parent/Guardian Notification

At the beginning of each school year, or at the time of a student's enrollment, ~~parents/guardians~~ the Superintendent or designee shall ~~be notified~~ notify parents/guardians about instruction in comprehensive sexual health education and HIV/~~AIDS~~ prevention education, as well as research on student health behaviors and risks, planned for the coming year. _ The notice shall advise parents/guardians: _ (Education Code 48980, 51938)

1.— ___ That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/~~AIDS~~ prevention education are available for inspection

2.— ___ That parents/guardians ~~may request in writing that~~ have a right to excuse their child ~~not receive from~~ comprehensive sexual health or HIV/~~AIDS~~ prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district

3.— ___ That parents/guardians have a right to request a copy of Education Code 51930-51939

4.— ___ Whether the comprehensive sexual health or HIV/~~AIDS~~ prevention education will be taught by district personnel or outside consultants

If the district chooses to use outside consultants or to hold an assembly with guest speakers to ~~teach the~~deliver comprehensive sexual health or HIV/~~AIDS~~ prevention education, the notification shall include: _ (Education Code 51938)

a.—_ The date of the instruction

b.—_ The name of the organization or affiliation of each guest speaker

c.—_ Information stating the right of the parent/guardian to request a copy of Education Code 51933-~~_51934,~~and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the ~~district~~Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. _ (Education Code 51938)

(cf. 5145.6 - Parental Notifications)

~~Parents/guardians shall be asked~~Nonapplicability to ~~sign~~Certain Instruction or Materials

The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education

(cf. 6142.93 - Science Instruction)

2. Instruction or materials that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
Approved:	May 20, 2009 Hanford, California
Revised:	April 13, 2013

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava 

DATE: April 15, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

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

- BP 6142.92 – Mathematics Instruction

PURPOSE: The following Board 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: Approve.

Hanford ESD

Board Policy

Mathematics Instruction

BP 6142.92
Instruction

The Governing Board of Trustees desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

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

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

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

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

*

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

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

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51224.5 Algebra in course of study for grades 7-12

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

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

60605.8 Common Core standards

Management Resources:

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

California Common Core State Standards: Mathematics, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

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

WEB SITES

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT


adopted: May 16, 2001 Hanford, California

revised: January 28, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Jill Rubalcava 
DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Consultant Contract for Professional Development Sessions, June 7th, 2016(grades 6-8 Math PD), June 10th, (grades TK-2 Math PD), June 10th, (grades 3-5 Math PD) provided by consultants Julie Joseph and Christine Roberts from Tulare County Office of Education.


PURPOSE: To provide high quality training to teachers (by grade level span) in the area of Math. Specifically to support teachers in ongoing learning and implementation of best practices mathematics instruction for students.

FISCAL IMPACT: \$4,500

RECOMMENDATIONS: I recommend approval for the listed professional development opportunities.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Jill Rubalcava 
DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Consultant Contract for Professional Development Series, The Heart of Coaching, 7/28/16, 7/29/16, 10/6/16 for Instructional Coaches, Induction Coaches, and Site Administrators. Training to be provided by consultants Jen Francone and Marla Martin from Tulare County Office of Education.

PURPOSE: To provide high quality training to instructional leaders in the area of coaching and supporting teachers in implementation of instructional best practices. To create and maintain a culture of instructional coaching, professional growth, and learning in order to positively impact student learning.

FISCAL IMPACT: \$8,535

RECOMMENDATIONS: I recommend approval for this professional development opportunity.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 14, 2016

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

Date you wish to have your item considered: 04/27/16

ITEM: Consider for Adoption the following revised Board Policy and Administrative Regulation:

BP/AR 6173 - Education for Homeless Children

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Education For Homeless Children

BP 6173

Instruction

The Governing Board of Trustees desires to ensure that homeless studentchildren have access to the same free and appropriate public education provided to other studentchildren within the district. ~~The district shall provide homeless students with access to education and other services necessary for themthese students to meet the same challenging academicperformance standards as other students. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way.~~

(cf. 6011 - Academic Standards)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

~~(cf. =~~

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

5111.13—Residency for Homeless Children)

Transportation

~~The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult~~

~~with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)~~

(cf. ~~0500 - Accountability~~~~3250—Transportation Fees~~)

(cf. ~~6190 - Evaluation of the Instructional Program~~~~3541—Transportation Routes and Services~~)

Legal Reference:

EDUCATION CODE

~~1980-1986—County community schools~~

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights; participation in extracurricular activities

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

~~(7/02 7/05) 12/15Policy—HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~Adopted: September 3, 2003—Hanford, California~~

~~Revised: September 2005~~

CSBA Sample Hanford ESD

Administrative Regulation

Education For Homeless Children

AR 6173

Instruction

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: ([Education Code 48852.7](#); 42 USC 11434a)

1. Students– who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement

([cf. 6173.1 - Education for Foster Youth](#))

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because ~~they~~~~the children~~ are living in conditions described in [items #\(1\)-\(3\)](#) above

5. Unaccompanied youth who are not in the physical custody of a parent or guardian

School of origin means the school that the [homeless](#) student attended when permanently housed or the school in which ~~he/she~~~~the student~~ was last enrolled. [If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. \(Education Code 48852.7\)\(42 USC 11432\)](#)

~~Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian. (42 USC 11432)~~

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent ~~or designee~~ designates the following staff person as the district liaison for homeless students: (42 USC 11432) ;

Liz Simas, Coordinator Child Welfare and Attendance
P.O. Box 1067
Hanford, CA 93232
(559) 585-3641

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through ~~coordinated~~~~coordination~~ activities with other entities and agencies

(cf. 1400 - Relations ~~Between~~~~between~~ Other Governmental Agencies and the Schools)
(cf. 3553 - Free and Reduced-Price Meals)
(cf. 5141.6 - ~~School~~~~Student~~ Health ~~and Social~~ Services)

2. Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and students receive educational services for which they are eligible
4. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

5. Disseminate notice of the educational rights of homeless students in district schools that

provide services to homeless children and at places where they receive services, such as schools, family shelters, and hunger relief agencies (soup kitchens)

6. Mediate enrollment disputes in accordance with law, Board policy, and administrative regulation

7. Fully inform parents/guardians of all transportation services

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion-

[\(cf. 5144.1 - Suspension and Expulsion/Due Process\)](#)

9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability-

[\(cf. 5144.2 - Suspension and Expulsion/Due Process \(Students with Disabilities\)\)](#)

[\(cf. 6159 - Individualized Education Program\)](#)

10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records-

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. ~~In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)~~[\(42 USC 11432\)](#)

~~The student may continue attending his/her school of origin for the duration of the homelessness or, if the student moves into permanent housing, until the end of any academic year in which he/she moves into permanent housing. (42 USC 11432)~~

~~In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)~~

When making a placement decision for a homeless student, the Superintendent or designee may

consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; , even if the parent/guardian is unable to provide the school with the records normally required for enrollment. (42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, records or other proof of immunization history

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. ~~If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students.~~ The district liaison shall assist the parent/guardian.

or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the Superintendent or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. (42 USC 11432)

The parent/guardian shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand. —The written explanation shall include:

1. The district liaison's contact information
2. A description of the district's placement decision
3. Notice of the student's right to enroll in the school of choice pending resolution of the

dispute, including the right to fully participate in all school activities.

4. Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education

The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

***Note: The following optional paragraph is recommended by the California Department of Education (CDE). ***

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek [the](#) assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process.
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If [a](#)the parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. -The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. [3250 - Transportation Fees](#))
 (cf. [3541 - Transportation Routes and Services](#))

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. [6143 - Courses of Study](#))

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. [6145 - Extracurricular and Cocurricular Activities](#))

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

_____ (7/05 12/14) 12/15

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: April 8, 2015 — Hanford, California~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 14, 2016

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

Date you wish to have your item considered: 04/27/16

ITEM: Consider for Adoption the following revised Administrative Regulation:

AR 6173.1 - Eductaion for Foster Youth

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Administrative Regulation

Education For Foster Youth

AR 6173.1

Instruction

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. –If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Coordinator
Office of Child Welfare and Attendance
P.O. Box 1067
Hanford, CA 93232
(559) 585-3642

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement, when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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

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

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

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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

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

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

(cf. 5141.6 - School Health Services)

(cf. 5148.2 - Before/After School Programs)

(cf. ~~5149 - At Risk Students~~)

~~(cf. 6164.2 - Guidance/Counseling Services)~~

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. Collaborate with the county [office of education](#), county placing agency, [county child welfare agency](#), [countysocial services](#), probation [department officers](#), juvenile court ~~officers~~, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)

(cf. 5113.1 - Chronic Absence and Truancy)

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the [Governing Board of Trustees](#) based on indicators identified in the district's local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency; or in another local educational agency.

(cf. 6159 - Individualized Education Program)

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

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that he/she is aware of the following:

a. The student has a right to attend a regular public school in the least restrictive environment.

b. The alternate educational program is a special education program, if applicable.

c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.

d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.

a. The student may continue in the school of origin for the duration of the court's jurisdiction.

b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.

c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.

d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. [5111.1 - District Residency](#))

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The district shall not be responsible for providing transportation to and from the school of origin.

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

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

Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 5145.6 - Parental Notifications)

Any complaint that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 1312.3 - Uniform Complaint Procedures)

(11/12 12/13) 12/15

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: April 24, 2013—Hanford, California~~
~~revised: October 8, 2014~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: 04/12/16

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

Date you wish to have your item considered: 04/27/16

ITEM: Receive the following Administrative Regulation for information:

AR 5111.12 - Residency Based on Parent/Guardian Employment

PURPOSE: Regulation deleted and key concepts incorporated into BP/AR 5111.1 - District Residency

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve deletion of this regulation

-DELETE-

Hanford ESD

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12-

Students

~~For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)~~

~~When applying for admission the parent/guardian shall submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.~~

~~Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.~~

~~The Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:~~

- ~~1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)~~
- ~~2. Enrollment of the student would adversely affect the district's court ordered or voluntary desegregation plan. (Education Code 48204)~~
- ~~3. The school facilities are overcrowded at the relevant grade level.~~
- ~~4. Student has not demonstrated good attendance and behavior practices.~~
- ~~5. Other circumstances exist that are not arbitrary. (Education Code 48204)~~

~~(cf. 5117 Interdistrict Attendance)~~

~~Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent years. Such students may continue to attend school in the district through the highest grade provided by the district, if:~~

- ~~1. One or both of the student's parents/guardians continue to be physically employed within district boundaries. Verification from employer is required.~~

- ~~2. The student's attendance is acceptable up to and including arriving to school on time.~~
- ~~3. The student demonstrates appropriate behavior while at school.~~
- ~~4. Subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)~~

~~Requests for Transfers out of District Schools~~

~~When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons: (Education Code 48204)~~

- ~~1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education code 48204.~~
- ~~2. The transfer would negatively impact the district's court ordered or voluntary desegregation plan.~~

~~Notifications~~

~~Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial. (Education Code 48204)~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~46601 Failure to approve interdistrict attendance
46607 ADA calculation for residency based on parent employment
48200-48284 Compulsory education law, especially:
48204 Residency based on parent/guardian employment~~

~~ATTORNEY GENERAL OPINIONS~~

~~84 Ops.Cal.Atty.Gen. 198 (2001)~~

~~Management Resources:~~

~~WEB SITES~~

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

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

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved: May 16, 2001—Hanford, California~~

~~revised: January 2005~~

~~revised: March 25, 2008~~

~~revised: June 13, 2012~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 14, 2016

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

Date you wish to have your item considered: 04/27/16

ITEM: Consider for Adoption the following new Board Policy and revised Administrative Regulation:

BP/AR 5111.1 - District Residency

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Adopt new Board Policy and approve changes to Administrative Regulations

-NEW-

HESD

Board Policy

District Residency

BP 5111.1 **Students**

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)
(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international

exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)

(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

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

Information on the Rights of All Children to Enroll in School: Questions and Answers for States,

School Districts and Parents, 2012

WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

12/15

Regulation: HANFORD ELEMENTARY SCHOOL DISTRICT
approved: _____

Hanford ESD

Administrative Regulation

District Residency

AR 5111.1

Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's ~~parent/guardian resides~~parents/guardians reside within district boundaries. (Education Code 48200)

~~(cf. 5111.13 - Residency for Homeless Children)~~

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

3. The student has been admitted through ~~an~~the district's interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer program. (Education Code ~~46600, 48204, 48301, 48356~~)

(cf. 5117 - Interdistrict Attendance)

~~(cf. 5118 - Open Enrollment Act Transfers)~~

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)

~~(cf. 5111.11 - Residency of Students with Caregiver)~~

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians parent/guardian is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)(Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.:

2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.

3. The school facilities are overcrowded at the relevant grade level.

4. Student has not demonstrated good attendance and behavior practices

35. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, the student demonstrates good behavior while at school and the student's attendance is acceptable, up to and including, arriving to school on time subject to the exceptions in items #1-35 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)
District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class.—(Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance

~~options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)~~

Proof of Residency

~~The Superintendent or designee shall annually verify the student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)~~

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any ~~of the following: -~~ (Education Code 48204.16)

1. Property tax payment ~~receipt~~receipts
2. Rental property ~~contract~~contracts, lease, or ~~payment~~ ~~receipt~~receipts
3. Utility service contract, statement, or payment ~~receipt~~receipts
4. Pay stub
5. Voter ~~registration~~Registration

6. Correspondence from a government agency

76. Declaration of residency executed by the student's parent/guardian

87. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

9. ~~8.~~—If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult ~~shall execute, under penalty of perjury, the affidavit specified in accordance with~~ Family Code 6552.

(cf. 5141 - Health Care and Emergencies)

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

~~Failure to Verify Residency~~

~~When the Superintendent or designee reasonably believes that the student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets legal residency requirements. (Education Code 48204.1)~~

~~If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment.~~

Safe at Home ~~Program~~/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home ~~program~~Program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee ~~shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent or designee~~ may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(11/07 11/11) 12/15

Legal Reference:

EDUCATION CODE

~~35351—Assignment of students to particular schools~~

~~46600-46611—Interdistrict attendance permits~~

~~48050-48054—Nonresidents~~

~~48200-48208—Compulsory education law~~

~~48356 Open Enrollment Act transfer, fulfillment of residency requirement~~

~~48853.5—Education of foster youth; immediate enrollment~~

~~48980—Notifications at beginning of term~~

~~52317—Regional occupational program, admission of persons including nonresidents~~

~~FAMILY CODE~~

~~6550-6552—Caregivers~~

~~GOVERNMENT CODE~~

~~6205-6210—Confidentiality of residence for victims of domestic violence~~

~~CODE OF REGULATIONS, TITLE 5~~

~~432—Varieties of student records~~

~~UNITED STATES CODE, TITLE 42~~

~~11431-11435—McKinney-Vento Homeless Assistance Act~~

~~COURT DECISIONS~~

~~Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47~~

~~Management Resources:~~

~~CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES~~

~~0303.95—Verification of residency, LO: 1-95~~

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

~~Dear Colleague Letter, May 6, 2011~~

~~WEB SITES~~

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

~~California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>~~

~~Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>~~

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved: May 16, 2001—Hanford, California~~

~~revised: April 2005~~

~~revised: March 25, 2008~~

~~revised: June 13, 2012~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: April 14, 2016

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

Date you wish to have your item considered: 04/27/16

ITEM: Consider for Adoption the following revised Board Policy

BP 5117 - Interdistrict Attendance

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Interdistrict Attendance

BP 5117

Students

The Governing Board ~~of Trustees~~ recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

[\(cf. 0520.3 - Title I Program Improvement Districts\)](#)

[\(cf. 5111.1 - District Residency\)](#)

[\(cf. 5116.1 - Intradistrict Open Enrollment\)](#)

[\(cf. 5118 - Open Enrollment Act Transfers\)](#)

OPTION 1: Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. ~~It~~ also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

Note: The following optional section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46611 or through the school district of choice program pursuant to Education Code 48300-48316.

The district shall not provide transportation ~~beyond~~ any school attendance area. ~~Upon request, the Superintendent or designee may authorize transportation for~~ interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County

Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf. 6173.2 - Education of Children of Military Families)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

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

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

(11/10 7/12) 12/15

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

adopted: ~~April 13, 2005~~ ~~Hanford, California~~

revised: ~~March 16, 2011~~

revised ~~December 12, 2012~~

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 27, 2016**

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

PURPOSE: The following Board Policy and Administrative Regulation reflect changes 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.

- BP/AR 4154, 4254, 4354 – Health and Welfare Benefits (revised and added group 4354 Management, Supervisory and Confidential Employees)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Certificated and Classified Personnel

BP 4154

4254

Health and Welfare Benefits4354

The district shall provide health and welfare benefits for employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4151/4251/4351 Employee Compensation)

Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time employees)

The district shall offer full-time employees who work an average of 30 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5)

~~The Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)~~

~~(cf. 4112.6/4212.6/4312.6 – Personnel Records)~~

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified dependents may continue to participate in the district's group health and welfare benefits in accordance with state, federal law, and Administrative Regulation.

To receive continuation coverage, covered employees and their qualified dependents shall pay the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

Health and Welfare BenefitsConfidentiality

The Superintendent or designee shall not use or disclose any employee's medical information the district possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

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

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

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

300 Definition of Marriage

GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

10604.5 Annual disclosure of fees and commissions paid

12670-12692.5 Conversion coverage

LABOR CODE

2800.2 Notification of conversion and continuation coverage

4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

BP 4154 (c)

4254

Health and Welfare Benefits4354

Legal Reference: (cont.)

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

4980B COBRA continuation coverage

4980H Penalty for noncompliance with employer-provided health care requirements5000A Minimum essential coverage6056 Report of health coverage provided to employees

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

300gg-300gg95 Patient Protection and Affordable Care Act, especially:

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

54.4980H-1-54.4980H-6 Patient Protection and Affordable Care Act

1.105-11 Self-insured medical reimbursement plan

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONSHealth Policy: Implications of Covered California for School Boards, Districts and Personnel, Governance Brief, January 2013

INTERNAL REVENUE SERVICE NOTICES

2011-1 Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans

U.S. DEPARTMENT OF TREASURY PUBLICATIONSFact Sheet: Final Regulations Implementing Employer Shared Responsibility under the Affordable Care Act (ACA) for 2015

WEB SITES

CSBA: <http://www.csba.org>California Employment Development Department: <http://www.edd.ca.gov>Internal Revenue Service: <http://www.irs.gov>U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:
<http://www.cms.gov>U.S. Department of Labor: <http://www.dol.gov>

revised: _____, 2016

All ~~Certificated and Classified~~ Personnel

AR 4154 (a)

4254

HEALTH AND WELFARE BENEFITS4354**Affordability of Health Coverage**

The Superintendent or designee shall seek assurance from the district's health insurance carrier(s) that the health plan offered to full-time district employees and their dependents meets all requirements of the federal Patient Protection and Affordable Care Act. (42 USC 300gg-300gg-95; 26 USC 4980H; 26 CFR 54.4980H-1-54.4980H-6)

A. Retired Employees**Certificated**

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

Classified

4. Any former classified employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for classified employees and under which the classified employee was a participant and met the Collective Bargaining Agreement eligibility requirements for retiree benefits. The plan also shall be available to any surviving spouse/domestic partner of a former classified employee who either retired from the district or was, at the time of death, employed by the district and met the Collective Bargaining Agreement eligibility requirements for retiree benefits.
5. A retired classified employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing District-provided active employee coverage.

AR 4154 (b)
4254
4354

HEALTH AND WELFARE BENEFITS (continued)

6. If a retired classified employee or surviving spouse/domestic partner fails to enroll during the initial enrollment period, further opportunity to do so shall be denied. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

Retired Certificated or Classified Employee or Surviving Spouse/Domestic Partner

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

B. Continuation of Coverage (COBRA)

Covered district employees and their qualified 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 1366.21, 1366.23, 1373; Insurance Code 10128.53; 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

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

(cf. 4117.4 Dismissal)

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

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

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

C. Notification Requirements

1. The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A covered employee or a qualified dependent shall notify the service plan administrator of a qualifying event listed in item #3, or 5 above within 60 days

AR 4154 (c)
4254
4354

HEALTH AND WELFARE BENEFITS (continued)

of the event or of the date that the dependent would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163 1166; 26 CFR 54.4980B-6)

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).

2. 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)

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

D. Benefits

The benefits provided under continuation health coverage shall be the same as provided to ~~other employees and their dependents~~ similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

E. Benefit Continuation Period

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

AR 4154 (d)

4254

4354**HEALTH AND WELFARE BENEFITS** (continued)**F. Disability Due to a Violent Act While Working**

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

Regulation

approved: November 7, 2001

revised: September 14, 2005

revised: August 22, 2007

revised: November 19, 2010

revised: January 28, 2015

revised: _____, 2016

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 27, 2016**

ITEM: Consider adoption of the following revised Administrative Regulation.

PURPOSE: We are proposing the renumbering of Administration Regulation 4354 to 4354.2 to maintain information related to Health and Welfare Benefits for Management, Professional Specialist, Supervisory and Confidential personnel.

- BP 4354 – Health and Welfare Benefits for Management, Professional Specialist, Supervisory and Confidential Personnel (Keep information but renumber this AR to 4354.2)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Professional Specialist, Supervisory, and Confidential Employees**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.

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 1.d. & 1.e. above shall end the same day 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).

G. 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)

L. 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
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: April 18, 2016

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

() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 27, 2016**

ITEM: Hear public input on Hanford Elementary School District's (HESD's) initial proposal for a successor agreement with the Hanford Elementary Teachers Association (HETA) beginning with the 2016-2017 school year.

PURPOSE: The District's initial proposal for a successor agreement with HETA was presented at the Board Meeting on April 13, 2016. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

The current collective bargaining agreement between the District and HETA expires June 30, 2016.

FISCAL IMPACT: Unknown at this time.

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

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
FOR SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH
HANFORD ELEMENTARY TEACHERS ASSOCIATION
Effective July 1, 2016**

Article 1: Agreement

Date changes to section C.

Article 2: Recognition

Section A Change "literacy" coaches to "instructional" coaches

Add "physical education" to section A.

Add "11. Counselor" to Section B.

Article 4: Association Rights

Section M Change "literacy" coaches to "instructional" coaches

Article 7: Professional Dues and Payroll Deductions

Section 3 (b) Such proof shall be presented to the District and the Association.

Section 6 Delete "charitable donations".

Article 8: Transfer

Section C. Demographics

Prior to ~~March 15~~ *to the District's annual staffing meeting*, Management and Association Officers will meet and consult to discuss the demographics for the coming school year.

~~D. 5. A teacher who requests a voluntary transfer to a school that is ranked in Deciles 1 to 3 of the Academic Performance Index (API) inclusive, shall not be transferred to that school without principal approval.~~

Section G.2.b. If the previous position (grade and/or subject) is reopened after the students return to school, the former position will be made available to the teacher the following school year if it is vacant ~~or has been filled by a new hire, unless the new hire is a Probationary I teacher and it would be in the best interest of that teacher to stay in that position for further observation and assistance.~~

Section I. ~~The parties have entered into a Side Letter of Agreement on the procedures for Transitional Kindergarten staffing that shall remain effective through December 31, 2014.~~

~~Beginning January 1, 2015, and continuing thereafter, the provisions of this article shall apply to the staffing of Transitional Kindergarten.~~

Article 9: Certificated Evaluations and Personnel Files

Section F. 1. ~~Beginning in the 2004-05 school year, there is a new law that provides an option for teacher evaluation for long-term successful teachers.~~ AB 954 (Chapter 566/2003) adds language to Education Code Section 44664 that allows for the following:

Revise the following language in light of changes to NCLB: “Meets Federal definition of highly qualified”

II. A. Designation of Evaluator - The responsibility for the evaluation of nurses shall rest with the ~~Director~~ *Assistant Superintendent* of Special Services *or his/her designee*.

Article 11: School Calendar

Discuss restructuring Parent/Teacher Conference days.

~~*For the 2015-2016 school year, teachers shall be required to work two of the three professional development days indicated above. For the 2016-2017 school year and thereafter, teacher shall be required to work all three professional development days indicated above.~~

Article 13: Teaching Hours and Teaching Load

Discussion of professional work day.

D. MINIMUM DAYS

Except for Community Day School, a Minimum School Day shall be scheduled for all teachers on the last day of instruction of each school year. A Minimum Day shall also be scheduled on the days preceding ~~Labor Day in the 2013-14 school year and Memorial Day in the 2014-15 school year and thereafter~~, Winter recess, and Spring Break. Teachers may leave campus after student dismissal. No meetings or professional development will be scheduled on these days.

2.b. Minimum Days Prior to Holidays and Last School Day: on the days preceding ~~Labor Day in the 2013-14 school year and Memorial Day in the 2014-15 school year and thereafter~~, Winter Recess, Spring Break and the last day of instruction each year, teachers may leave campus when the students leave.

Article 16: Leaves

Add language to address leaves covered under AB 375 under Section K and Revise Section D.

D. Personal Necessity Leave

D.4.b. Add "Leave for personal compelling importance limited to three consecutive days may not be used in conjunction with the Personal Day Leave."

E. Personal Day Leave

Add "This leave may not be used in conjunction with personal necessity leave for personal compelling reasons."

F. Paid Family Illness Leave

~~1. For the 2013-14 school year, bargaining unit members shall be entitled to two (2) days of paid Family Illness Leave annually in the event of illness or injury of any member of the unit member's immediate family. The immediate family in this instance shall include husband, wife, domestic partner, children, parents, and grandparents or any relative living in the immediate household of the unit member. No deduction from the salary of the teacher shall be made for such absence. This leave is non-cumulative.~~

Article 18: Health & Welfare Benefits

Discuss Health & Welfare Benefits in combination with any proposed salary increases or additional cost items as a total compensation package.

A. 4. Life Insurance

a. A level term life insurance plan paying on the death of a bargaining unit member under age 65, from any cause authorized by the plan provider, the amount of fifty thousand dollars (\$50,000) to the beneficiary named by the unit member. Bargaining unit members over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established by the insurance company. Benefits terminate upon retirement or upon termination of active employment (under age 65). However, early retirees may continue life insurance benefits at their own expense if they meet eligibility criteria of an employee retiring as stated under section *E F.1.b.*

b. During unpaid leave for any reason, life insurance will be discontinued (per the insurance company) unless a waiver of premium is requested by the employee and approved by the insurance company *or the unpaid leave qualifies under a protected status.*

A. 10. The following provisions shall regulate health benefit coverage:

a. A year's full-time service by the unit member shall entitle him/her to twelve (12) months of medical, dental, and vision insurance coverage. This does not apply to retiring teachers who will move to the retiree group the first of the month following their last ~~work day~~ *day of the month worked.*

b. A regular full-time teacher hired after the beginning of the school year who provides less than a full year, but at least four (4) months or more of service during the instructional

year, shall receive medical, dental, and vision benefit coverage through August 31 of that year.
~~Life insurance ends on the last workday.~~

E. 2. c. In order to continue such coverage beyond the insured's sixty-fifth (65th) birthday, the retiree and/or dependents shall, ~~when eligible without additional cost to the insured,~~ be required to enroll in Medicare Part A. In any case, the retiree and/or dependents shall be required to enroll in Medicare Part B by payment of the required premiums.

Article 20: Salary

Discuss salary in combination with any changes to health & welfare benefits or additional cost items as a total compensation package.

Article 30: Effect of the Agreement

Change dates.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: April 18, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 27, 2013**

ITEM: Hear public input on Hanford Elementary Teachers Association's (HETA's) initial proposal for a successor agreement between Hanford Elementary School District (HESD) and HETA beginning with the 2016-2017 school year.

PURPOSE: HETA's initial proposal for a successor agreement with HESD was presented at the Board Meeting on April 130, 2016. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

The current collective bargaining agreement between the District and HETA expires June 30, 2016.

FISCAL IMPACT: Unknown at this time.

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

HETA Initial Proposal 2016-2017

Article 8 Transfer

Section H. 3. “ In the event an RSP split assignment becomes necessary at a school site where there are 2 RSP teachers, in the absence of a volunteer, the teacher with the least seniority will be selected for the split assignment. “

Article 10 Teacher Safety

Section K. **“Teacher Safety Committee–** A Teacher Safety Committee shall be established composed of 2 administrators and 3 bargaining members. The safety committee shall meet twice a year or as needed. The safety committee shall give an annual report to HETA, the Board, and Superintendent in May regarding any matter brought to the committee regarding a teacher’s person and or their personal property. Bargaining members may communicate with the committee anytime during the school year through their safety site reps. Safety committee shall discuss concern regarding the safety of teachers and their property they may research methods to improve safety at sites, suggest procedures, professional development, and other appropriate resources. ”

Article 12 Faculty Advisory Committees

Section A. **“If requested by FAC a member of the HETA Executive Board may attend the FAC Meeting.”**

Section F. “The FAC may discuss with the principal other items **the teachers deem** necessary by them; including but not limited to: school budget, equipment, availability of supplies, **school communication, school operations, and school calendar.** ”

Article 13 Teaching Hours and Teaching Load

Section E. 1. “Teachers shall receive sibling conference schedules from the site administrator **two (2) weeks(change)** before scheduled conference days.”

Section I. 2.c. “Every effort will be made to fill a substitute position before the RSP teacher is pulled away from their assignment to sub. As soon as admin/sub is available the RSP teacher will be relieved”.

Section J. PROFESSIONAL DEVELOPMENT

1. ~~The District may require teachers to participate in up to, but no more than, twenty (20) hours of professional development programs on an annual basis during the teacher’s contract year. The District may require teachers to participate in additional hours of professional development programs.~~

- ~~2. Time counting towards the twenty (20) hour limit will include any required time spent by a teacher in P.D. activities that occurs outside the student day on a regularly scheduled workday.~~
- ~~3. All time spent by a teacher in P.D. activities that count toward the above described twenty (20) hour limit shall result in extra payment to the affected teacher in an amount determined by stipend equal to or greater than the average hourly rate of pay or multiplying the number of hours spent (or quarter hour fractions thereof) times the average teacher hourly rate of pay as established in Article 20, Section F.4. This shall not preclude the District from making available professional development programs in which unit members may voluntarily participate, either without the extra payment or at a rate that is otherwise mutually acceptable to the District and the affected teacher(s).~~

Section I. 3. **Classroom Repairs After the Beginning of the School Year** “Should a bargaining member be required to pack up their room after the beginning of the school year, the teacher shall have the choice of three (3) days of additional pay or three (3) days without classroom duties, or any combination of these totaling three (3) days, in order to make proper preparation for classroom repairs.”

Article 14 Class Size

Section B. **Grades 4 through 8** **Ratio 1:28** **Ceiling 1:30**
 K-8 PE Teachers **Ratio 1:50 or 1:2 classes**

Section D. “The District shall equally balance grade 4th through 6th classrooms within each school at the end of the 2nd week of school. **If a classroom is above 35 students then specialty teachers (teachers who don’t carry a roster or case load) will be assigned to help assist the classroom teacher until balancing in the 2nd week.**”

Article 18 Employee Group Health and Welfare Insurance Benefits

HETA would like the District to continue to fully fund benefits with a reduction in employee out of pocket costs (i.e. deductibles and co-pays).

E. Retiree Health Plan Benefits

1. District-Paid Group Insurance

- a. The District will contribute to the total premium cost for group medical and dental insurances maintained by the District the same amount for any

retiree and his/her eligible dependents, as it contributes for active employees, until such time **as the retiree qualifies for medicare**, provided said retiree meets the eligibility requirements as specified below.

Article 20 Salary

Section A. The Teacher and Nurses' salary schedules shall include any new monies put forth by the State of California.

Section D. Resource Specialist Program Teacher - **Stipend \$2500.**

Section F Split Assignment (two or more schools – ie, RSP, **Band, Art**)

Add Step L-30 to the salary schedule equal to increase at L-25.

Article 21 Co-Curricular

Section C. "Any teacher who accepts an assignment to coach and supervise a District-approved student activity (athletic or academic) shall receive **Three Hundred Dollars and No Cents (\$300) per unit assigned to the activity.**"

Section F: Field Trips "An Administrator shall be required to attend any fieldtrip over 100 miles one way from school site. In the event of an unforeseen delay requiring a trip to be extended an hour and ½ past the anticipated arrival time back at school, the affected teacher shall be compensated at their per diem rate."

Section G. After School Parent Educational Workshops - Teachers who participate in after school parent educational workshops should be compensated for 1 hour to set up and the amount of time used to present information to parents. The teacher shall be compensated the average-hourly rate of pay.

We would like to discuss AB 375 – Use of Differential Pay For Maternity/Paternity Leave

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: April 18, 2016

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: April 27, 2016

ITEM: Approve extension of SES contract with the Supplemental Educational Services (SES) Provider organizations listed below, to provide SES to eligible students, due to 2nd Enrollment Window applications received.

PURPOSE: Under NCLB rules, schools that are in Program Improvement Year 2 or greater are required to provide supplemental educational services (SES) to eligible students. Hamilton, Monroe, Simas, Washington, Kennedy, and Wilson Schools must offer SES to eligible students. The following SES Providers have indicated that they will provide SES to eligible students.

- 1 2 3 MATH
- 1 iPad Gratis LLC
- A Better Tomorrow Education
- Amazing A Academics
- Bright Future
- California Tutoring Company, LLC
- Club Z! In-Home Tutoring Services, Inc.
- ICES Education, LLC
- Learn with iPads LLC
- Professional Tutors of America Inc.

Title I funds are set aside from the District allocation to provide the services.

FISCAL IMPACT: A minimum of 20% of District Title I funds are required to be set aside for SES. This is approximately \$399,891.

RECOMMENDATION: Approve the SES contracts.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: April 18, 2016

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

FOR: () Information
(X) Action

Date you wish to have your item considered: April 27, 2016

ITEM:

Consider award of bid for the Central Kitchen Remodel to Forcum/Mackey Construction.

PURPOSE:

Forcum/Mackey Construction was low bid to the remodel for the Central Kitchen. Once the bid is awarded, we expect to start the project on June 6th. The work shall be completed within 60 calendar days commencing on June 6, 2016.

FISCAL IMPACT:

The total estimated cost for labor and materials on this project is \$963,000. The project will be paid from Fund 1300 – Cafeteria and Fund 4000 – Capital Outlay.

RECOMMENDATION:

Award bid as presented for Central Kitchen Remodel to Forcum/Mackey Construction.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: April 18, 2016

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 27, 2016**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes/Yard Supervisors

- Debra "Renee" Washington, Substitute Clerk Typist II, effective 4/14/16
- Beverly Watkins, Substitute Food Service Worker I and Yard Supervisor, effective 4/11/16

b. Resignations

- Allyson Amos, READY Program Tutor – 4.5 hrs., King, effective 4/15/16
- Francisca Estrada de Saldana, Yard Supervisor – 3.25 hrs., Hamilton, effective 4/15/16
- Cecilia Garcia, Substitute Yard Supervisor, effective 2/19/16
- Wendy Solano, Substitute Yard Supervisor, effective 2/17/16
- Brittany Tweedy, Teacher, Hamilton, effective 6/3/16

c. Retirement

- Lillian Garcia, School Operations Officer – 8.0 hr., King, effective 6/10/16

d. More Hours

- Debora Harris, Yard Supervisor, from 2.25 hrs. to 2.75 hrs., Hamilton, effective 4/18/16
- Grace Perez, Yard Supervisor, from 2.0 hrs. to 2.75 hrs., Hamilton, effective 4/18/16

e. Leave of Absence

- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 3/15/16 to 4/29/16, medical
- Malissa Frole, Teacher, Monroe, effective 4/15/16 to 5/6/16, baby bonding
- Olivia Gonsalves, Teacher, King, effective 5/2/16 to 5/19/16, FMLA (Extended)
- Calvin Winston, Yard Supervisor – 2.0 hrs., Monroe, effective 3/29/16 to 6/3/16, personal

f. Consider approval of an Internship Contract Agreement with Brandman University

- Authorize agreement to enter into an Internship Contract Agreement between Hanford Elementary School District and Brandman University to be effective March 1, 2016 and continuing until February 28, 2018.

g. Volunteers

<u>Name</u>	<u>School</u>
Marlene Anaya	Hamilton
Shanntel Brightwell	Hamilton
Sara Maravilla (HESD Employee)	Hamilton
Monica Martinez	Monroe
Marty Perryman	Monroe
Frank West	Monroe
Erin Nuño	Simas
Sandra Ortega	Simas

RECOMMENDATION: Approve.



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

HANFORD ELEMENTARY SCHOOL DISTRICT

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Hanford Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).
- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic

standards, frameworks, and accountability systems that drive the curriculum of public schools.

- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
 - (1) valid corresponding Clear or Life credential,
 - (2) three years successful teaching experience, and
 - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

III. THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date

of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions..

- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT
INFORMATION:

Hanford Elementary School District
P.O. BOX 1067
Hanford, CA 93232
Attn: Jaime Martinez

UNIVERSITY CONTACT
INFORMATION:

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Tel: (949) 341-9811

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

Brandman University and the Hanford Elementary School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on March 01, 2016, and continuing until February 28, 2018 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 04/18/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/27/2016

ITEM: Comprehensive Facilities Maintenance Plan

PURPOSE: Education Code Section 17014 requires the Board of Education to certify as part of the school district's annual budget process that a plan has been prepared for completing major maintenance, repair, and replacement requirements for state-funded school facilities.

To meet this plan requirement and to ensure that all Hanford Elementary School District (HESD) facilities are maintained in good repair, HESD has (1) established a School Facilities Inspection System to identify, budget, and schedule maintenance needs; (2) established and maintains a Routine Restricted Maintenance account within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance, pursuant to Education Code Section 17582.

Staff hereby requests that the Board certify that a Comprehensive Facilities Maintenance Plan has been established pursuant to Education Code Section 17014.

FISCAL IMPACT: None.**RECOMMENDATIONS:** Approve the Comprehensive Facilities Maintenance Plan.

**HANFORD ELEMENTARY SCHOOL DISTRICT
COMPREHENSIVE FACILITIES MAINTENANCE PLAN
(ROUTINE RESTRICTED AND DEFERRED MAINTENANCE PROGRAMS)**

1. OVERVIEW

The Hanford Elementary School District (HESD) participates in the State School Facility Program (SFP) and in the Deferred Maintenance Program (DMP). The SFP requires participating districts to assure that State-funded projects are kept in good repair. In order to ensure that facilities are maintained in good repair, the SFP and DMP programs require districts to have a School Facilities Inspection System in place, and also require that funds be budgeted and expended to make necessary repairs.

To meet these requirements, HESD has (1) established a School Facilities Inspection System; (2) established and maintains a restricted account (Routine Restricted Maintenance, Resource 8150) within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance (Fund 1400), pursuant to Education Code Section 17582.

HESD will identify maintenance concerns through the Facilities Inspection System that utilizes an annual evaluation with the Facility Inspection Tool and a work order system, will plan and schedule the work using routine work orders and the Deferred Maintenance Program, and will fund the necessary repairs using a combination of Routine Restricted Maintenance (RRM) funds and Deferred Maintenance funds.

The HESD shall budget the statutory minimum annually for RRM Projects and shall at least transfer the statutory amount of the unrestricted General Fund revenue into the RRM account, for no less than twenty (20) years. HESD shall set-aside the at least the statutory minimum of its current year revenue limit average daily attendance as its match for DMP projects.

Unexpended balances in the RRM account and the Deferred Maintenance Fund shall be carried forward to be spent on maintenance expenditures in future years.

Annually before September 30, the RRM Account Certification shall be completed and filed by the Chief Business Official when required. The DMP will be updated by the Facilities Department in accordance with the current statute.

2. ROUTINE RESTRICTED MAINTENANCE EXPENDITURES

The RRM Account shall be used for “maintenance” of HESD facilities. The California School Accounting Manual defines maintenance as:

“Activities involved with repairing, restoring, or renovating school property, including grounds, buildings, site improvements, building fixtures, and service systems.”

RRM Account expenditures will be made as allowed by the Office of Public School Construction (OPSC). OPSC has identified four types of maintenance that may be accomplished using RRM Account funds:

1. Breakdown: The emergency maintenance to equipment necessary to continue normal school functions.
2. Operating: Work necessary for a component to function and operate properly (i.e., lubrication, belt replacement, tune up, replacement of lighting ballasts).
3. Preventive: Regularly scheduled maintenance based on life-cycle projection of various components.

4. Overhaul: Periodic major repair or replacement of operating parts and components of equipment.

Education Code Section further defines major maintenance as “*all actions necessary to keep flooring, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the Governing Board of the school district in good repair.*”

HESD will use the RRM funds for expenditures as indicated above.

In addition to the expenditures indicated above, the expenditures listed below are necessary for maintenance of HESD facilities, are eligible to be paid from RRM funds, and may be partially charged to the General Fund, Resource 8150 as appropriate.

1. Facilities Department management and technicians
2. Facilities Department office staff
3. Contracted maintenance workers
4. Office supplies necessary for maintenance functions
5. Maintenance supplies (nails, hammers, paint, brushes, wood, pipe)
6. Staff development to keep staff up to date on the latest technology
7. Equipment (vehicles, tools, machine rentals)

3. DEFERRED MAINTENANCE EXPENDITURES

Deferred Maintenance projects include but are not limited to major repair or replacement of building parts and components. Major maintenance for Deferred Maintenance purposes includes asbestos abatement, classroom lighting, electrical, floor covering, HVAC, painting, paving, plumbing, roofing, underground tanks, wall systems, and lead based paint abatement.

The Facilities Department will determine whether projects are more appropriately paid through the RRM or the DMP.

4. ANNUAL REVIEW AND UPDATING

The Comprehensive Facilities Maintenance Plan will be reviewed annually as part of the annual budget process and will be updated as needed. This plan, including any components or updates, will be available for public review during normal working hours.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: David Endo

DATE: 04/27/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/18/2016

ITEM: Consider contract with Isom Advisors for financial planning services.

PURPOSE: The District's phone survey showed support for the financing of the projects identified in the Facilities Master Plan. The next step in the process is to engage a financial consultant to guide the District through the financial planning associated with the issuance of bonds. Jason List from Isom Advisors will be available to discuss the engagement should there be any questions.

FISCAL IMPACT: This contract will cost \$25,000 (and up to \$3,000 in reimbursable expenses) and will be paid by the general fund.

RECOMMENDATIONS: Approve the contract.

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT (this “Agreement”) is dated as of the latest date set forth on the signature page hereto (the “Effective Date”) and is entered into by and between Isom Advisors, a Division of Urban Futures Inc., a California corporation (“Advisor”), and Hanford Elementary School District (“District”).

RECITALS

WHEREAS, District wishes to issue certain financing obligations (collectively the “Bonds”) and desires that Advisor provide to District certain Consulting Services (defined below) with respect to the Bonds; and

WHEREAS, Advisor desires to provide to District certain Consulting Services with respect to the Bonds on the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, representations, and warranties contained in this Agreement, the parties agree as follows:

AGREEMENT

1. **CONSULTING SERVICES.** District hereby retains Advisor to perform (i) the Financial Planning services set forth on Exhibit A hereto (“the Financial Advisory Services”); and Advisor hereby agrees to perform the Consulting Services pursuant to the terms and conditions of this Agreement.

2. **EFFECTIVE DATE, TERM AND CONDITIONS.** This Agreement shall be effective as of the Effective Date and shall remain in effect (i) until the date of issuance of the final series of Bonds, including any subsequent refinancings of Bonds or (ii) the later 5-year (five-year) anniversary of the Effective Date (the “Term”). The parties may extend the Term for successive 1-year (one-year) periods upon mutual agreement, or otherwise as the parties may agree.

3. **COMPENSATION.** Compensation for the Consulting Services provided to District pursuant to this Agreement shall be as set forth in this Section 3. Fees for Financial Planning Services shall be paid from the District’s general fund or other allowable sources. .

a. Fees.

i. For Financial Planning Services, District shall pay Advisor a one-time fee of Twenty-Five Thousand Dollars (\$25,000) payable upon the closing of the first series of bonds from the District's general fund or other allowable sources.

b. Expenses. District shall reimburse Advisor for out-of-pocket expenses incurred by Advisor in the course of performance of Consulting Services at the actual cost of such expenses, which are not-to-exceed \$3,000. Payment for any expenses pursuant to this Section 3(b) shall be made at the next following due date for payment of a fee pursuant to Section 3(a).

4. **COVENANTS.**

a. District.

i. Access to Personnel. District will cooperate with Advisor by providing opportunities to consult with District personnel as Advisor deems reasonably necessary to perform the Consulting Services.

ii. Information. District agrees to provide on a timely, diligent and accurate basis, and to the best extent possible, all necessary information reasonably requested by Advisor for the purpose of performing the Consulting Services.

iii. Additional Professional Services. District agrees to provide or authorize additional professional services (e.g., legal counsel, paying agent) as Advisor deems reasonably necessary to complete the Consulting Services and the Bond issuance.

iv. Further Assurances. District agrees to take such further actions as may be necessary or appropriate to effectuate, carry out and comply with all of the terms of this Agreement and the transactions contemplated hereby.

b. Advisor.

i. Compliance with Laws. Advisor shall, at all times, comply with all laws, rules and regulations related to the subject matter of this Agreement and to which Advisor is subject.

ii. Non-Discrimination. Advisor shall not discriminate on the basis of a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in employment or operation of its services.

5. TERMINATION.

a. This Agreement may be terminated prior to the conclusion of the Term as follows:

i. By either party upon the other party's material breach of any of its representations, warranties or obligations under this Agreement, provided that such breach is not cured within thirty (30) days of receipt of notice specifying the breach.

ii. At any time upon mutual written consent of the Parties.

b. Notwithstanding the foregoing, if District terminates this Agreement without cause ninety days (90) or fewer prior to the sale of a series of Bonds in connection with a Bond program with respect to which Advisor performed any Consulting Services, Advisor shall be entitled to promptly receive (i) the full fee as set forth in Section 3 with respect to Financial Advisory Services provided for such Bond series. Such amounts shall be paid by District to Advisor upon District's receipt of proceeds resulting from the sale of such Bonds.

6. LIMITATION OF LIABILITY.

a. Advisor Liability. The parties agree that Advisor's officers, directors, agents and employees shall not be personally liable to District for any damages in connection with this Agreement. Advisor shall be solely liable for any finally determined damages in connection with this Agreement for which Advisor is deemed liable.

b. Limitation of Advisor Liability. Except to the extent finally determined to have resulted from the gross negligence, fraud or willful misconduct of Advisor, Advisor's liability to pay damages for any damages, losses and claims incurred by District, regardless of the theory of liability asserted, is limited to no more than an amount equal to the total amount of fees paid to Advisor under this Agreement. In addition, Advisor shall not be liable in any event for lost profits, revenue or goodwill, or any other consequential, indirect, incidental, punitive, exemplary or special damages.

c. District Liability. The parties agree that District's officers, directors, agents, and employees shall not be personally liable to Advisor for any damages in connection with this Agreement. District shall be solely liable for any finally determined damages in connection with this Agreement for which District is deemed liable.

d. Limitation of District Liability. Except to the extent finally determined to have resulted from the gross negligence, fraud or willful misconduct of District, District's liability to pay damages for any damages, losses and claims incurred by Advisor, regardless of the theory of liability asserted, is limited to no more than an amount equal to the total amount of fees to be paid to Advisor under this Agreement. In addition, District will not be liable in any

event for lost profits, revenue or goodwill, or any other consequential, indirect, incidental, punitive, exemplary or special damages.

e. Survival of Liability. The provisions of this Section 6 shall survive the expiration or termination of this agreement.

7. **CONFIDENTIALITY OF INFORMATION.** It is mutually agreed that Advisor shall regard all information received during the performance of services pursuant to this Agreement (“Confidential Information”) as confidential and shall not disclose Confidential Information to any other person without prior consent of District. Confidential Information shall not include information that: (i) is, as of the time of its disclosure, or thereafter becomes, part of the public domain through a source other than Advisor; (ii) was known to Advisor as of the time of its disclosure; (iii) is independently developed by Advisor; or (iv) is subsequently learned from a third party not under a confidentiality obligation to District. In addition, Advisor shall be entitled to disclose Confidential Information to the extent such disclosure is requested by the order of a court of competent jurisdiction, administrative agency, or other governmental body, provided that Advisor shall provide prompt, advance notice thereof to enable District to seek a protective order or otherwise prevent such disclosure. The confidentiality obligations of Advisor shall survive the expiration or termination of this Agreement.

8. **ADDITIONAL MATTERS.**

a. Governing Law; Jurisdiction. It is expressly understood and agreed that this Agreement and all questions arising hereunder shall be construed according to the laws of the State of California, without giving effect to conflicts of law principles. All actions or proceedings arising directly or indirectly from this Agreement shall be litigated in courts located within Kings County, California. The parties consent to the jurisdiction thereof and the parties further agree not to disturb such choice of forum.

b. Political Contributions: Isom Advisors may choose of its own free will to contribute time, money, or resources to political campaigns associated with the passage of a bond measure. Prior to signing this agreement, Advisor has not made, considered, or discussed a contribution to any campaign connected with the referenced bonds. This agreement does not obligate Advisor to contribute to any particular campaign or election. Advisor has in no way committed to or indicated a willingness to contribute time, money, or resources to any campaign, or to make any other contribution.

c. Successors and Assigns. Except as otherwise provided herein, this Agreement shall not be assignable by either party without the express written consent of the other party hereto. Nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement, except as expressly provided in this Agreement.

d. Attorneys' Fees. In the event of any action to enforce or interpret this Agreement, including without limitation the recovery of damages for its breach, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs. Any judgment or order entered in such action shall contain a specific provision providing for the recovery of attorneys' fees and costs incurred in enforcing such judgment.

e. Amendments to Agreement. This Agreement may not be modified, amended or supplemented except by written instrument executed by all parties hereto.

f. Notice. All notices to be given by the parties hereto and other communications hereunder shall be in writing and shall be deemed effectively given: (i) upon personal delivery to the party to be notified; (ii) when sent by confirmed telex, electronic mail or facsimile if sent during normal business hours of the recipient, if not, then on the next business day; (iii) one (1) day after deposit with a nationally recognized overnight courier, specifying next day delivery, with written verification of receipt; or (iv) four days after deposit with a United States Post Office, first class postage prepaid and registered. All communications shall be sent as follows:

To Advisor:

Isom Advisors,
a Division of Urban Futures Inc.
1470 Maria Lane, Ste. 315
Walnut Creek, CA 94596
Attn.: Jonathan Isom, Managing Principal
Telephone: (925) 478-7450
E-mail: jon@isomadvisors.com

To District:

Hanford Elementary School District
714 N. White Street
Hanford, CA 93230
Attn.: Paul Terry, Superintendent
Telephone: (559) 585-3600
E-mail: pterry@hesd.k12.ca.us

g. Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provision shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.

h. Entire Agreement. This Agreement (including the Exhibits attached hereto) contains the entire understanding of the parties in respect of its subject matter and supersedes all prior agreements and understandings (oral or written) between the parties with respect to such subject matter. The Exhibits attached hereto constitute a part hereof as though set forth in full herein.

i. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the dates set forth below.

ADVISOR:

DISTRICT:

Isom Advisors,
A Division of Urban Futures Inc.

Hanford Elementary School District

By: _____

By: _____

Name: Jonathan Isom
Title: Managing Principal

Name: Paul Terry
Title: Superintendent

Dated: _____, 2016

Dated: _____, 2016

EXHIBIT A

FINANCIAL PLANNING SERVICES

- Review District project list and assist District in preparing a capital and financing plan
- Analyze the assessed valuation of District, calculate bonding capacity, and perform financial analysis to determine possible bond proceeds
- Create a timeline; coordinate same with bond counsel, District, and County
- Recommend proposed bond amount, issuance schedule, and projects to be funded by bond program
- Conduct public information program to assess the feasibility of a bond program for the District and other joint use agencies including the City as well as provide information at public meetings
- Assist bond counsel in the preparation of a bond resolution including preparing ballot language and detailed bond project list
- Prepare tax rate statement and estimates of tax rates for bond program
- If needed, prepare ballot arguments and rebuttals
- Assist District, as needed, to assemble bond finance team members including bond counsel and underwriter; negotiate fees for same as needed