#### REGULAR BOARD MEETING AGENDA

Wednesday, April 13, 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# 16-06 – Wilson

Case# 16-18 - JFK

Case# 16-19 - JFK

Case# 16-20 - JFK

Case# 16-24 – Washington

Case# 16-25 - Richmond

Case# 16-28 - Richmond

Case# 16-29 - Richmond

Case# 16-30 - Richmond

• Conference with Real Property Negotiator (Pursuant to Government Code Section 54956.8, trustees will adjourn to Closed Session to discuss the item listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.)

Property: Grangeville Boulevard and 12 Avenue

Negotiation Parties: P. Terry

Property: 501 E. Myrtle Negotiation Parties: P. Terry

• Public Employment/Appointment (GC 54957) – Superintendent

#### OPEN SESSION

Take action on closed session items

- 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.

# **PUBLIC HEARING: Proposed Increase in Level One Development Fees** (Endo) 5:30 p.m.

#### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

#### 2. CONSENT ITEMS

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

- a) Accept warrant listings dated 3/4/16, 3/11/16, 3/18/16, 3/29/16 and 4/1/16
- b) Approve minutes of Special Board Meeting Minutes April 2, 2016 and Regular Board Meeting March 9, 2016
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$2,500 from Hamilton Parent Teacher Club
- e) Approve donation of \$4,107.93 from Jefferson Parent Teacher Club
- f) Approve donation of \$6,607.22 from Woodrow Wilson Student Body
- g) Approve donation of \$250.00 from San Joaquin Valley Air Pollution Control District
- h) Approve donation of \$7,400.00 from Simas Parent Teacher Club
- i) Approve donation of \$1,306.00 from Roosevelt Parent Teacher Club

#### 3. INFORMATION ITEMS

- a) Receive for information a report from the Hanford Elementary LCAP Parent Advisory Committee (PAC) January 19, 2016 Meeting (Carlton)
- b) Receive for information a report from the District English Learner Advisory Committee (DELAC) January 20, 2016 (Gomez)
- c) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
  - BP/AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction
- d) Receive for information the following revised Board Policy: (Rubalcava)
  - BP 6142.92 Mathematics Instruction
- e) Receive for information the following revised Board Policy and Administrative Regulation: (Simas)
  - BP/AR 6173 Education for Homeless Children
- f) Receive for information the following revised Administrative Regulation: (Simas)
  - AR 6173.1 Education for Foster Youth
- g) Receive for information the following deleted Administrative Regulation: (Simas)
  - AR 5111.12 Residency Based on Parent/Guardian Employment

- h) Receive for information the following revised Board Policy and Administrative Regulation: (Simas)
  - BP/AR 5111.1 District Residency
- i) Receive for information the following revised Board Policy: (Simas)
  - BP 5117 Interdistrict Attendance
- j) Receive for information 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)
- k) Receive for information the following revised Administrative Regulation: (Martinez)
  - AR 4354 Health and Welfare Benefits for Management, Professional Specialist, Supervisory and Confidential Personnel (renumber to 4354.2)
- I) Receive for information the Hanford Elementary Teacher Association's (HETA) Initial Proposal for a Successor Agreement between Hanford Elementary School District and HETA (Martinez)
- m) Receive for information the District's Initial Proposal for a Successor Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teacher Association (HETA) (Martinez)

#### 4. BOARD ORGANIZATION

- a) Election and appointment of Vice President of the Board of Trustees
- b) Consider approval of process and timeline to make a provisional appointment to fill a vacancy on the Board of Trustees

#### 5. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of CTL-SEE's proposal for approval to provide testing services for the John F. Kennedy Jr. High School Shade Structure Project (Mulligan)
- b) Consider award of bid for the exterior painting projects of Monroe and Richmond Schools to JPB Design, Inc. (Mulligan)
- c) Consider approval of the following revised Board Policy: (Gabler)
  - BP 6190 Evaluation of the Instructional Program
- d) Consider approval of the following revised Administrative Regulation: (Martinez)

   AR 4119.11 Sexual Harassment
- e) Consider approval of the following revised Administrative Regulation: (Martinez)

   AR 4161.11 Industrial Accident/Illness Leave
- f) Consider approval of the following revised Administrative Regulation: (Endo)
   AR 3512 Equipment
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
  - BP/AR 3270 Sale and Disposal of Books, Equipment and Supplies
- h) Consider approval of the following revised Exhibit: (Endo)
  - E 3553 Free and Reduced Price Meals
- i) Consider approval of the E-Rate Form 471 Application for Year 2016 Firewall (Goldsmith)

#### **6. PERSONNEL** (Martinez)

a) Employment

#### **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
- 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
- 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
- d) Release from Temporary Employment
  - Torreya Edwards, Temporary Teacher, Lincoln, effective 6/3/16
- 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
- f) Temporary Out of Class Assignment/More 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
- 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
- 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
- i) Salary/Wage Schedules for 2016-2017
  - 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)

#### j) Volunteers

Name School Hamilton Socorro Huerta Valerie Esparza-Lopez Jefferson Lauren Franco (HESD Employee) Jefferson Shelly Garrett (HESD Employee) Jefferson Luis Ferrer Lincoln Rhonda MacGuire Lincoln Lincoln Andrea Wilson 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 Simas Daisy Gonzalez Maria Ruiz Simas Manuela Lerma Washington Raquel Ramirez Washington Mirsha Vargas Washington Richard Thompson Monroe/Wilson Sylvia Seaver Richmond/Jefferson

#### 7. FINANCIAL (Endo)

- a) Consider approval of contracts for two consultants engaged to assist Human Resources recruitment activities in the amount of \$500 each
- b) Consider renewal of lease agreements with Mobile Modular Management Corporation for four (4) portable classrooms and one portable restroom facility
- c) Consider adoption of Resolutions #12-16, which adopts the Development Fee Justification Study and increases the Level 1 fee
- d) Consider approval of contract with Indoor Environmental Services (IES) to provide a Facility Energy Master Plan
- e) Consider adoption of Resolution 13-16, which allows the District to apply for funding for the electric vehicle charging stations

#### ADJOURN MEETING

# HANFORD ELEMENTARY SCHOOL DISTRICT AGENDA REQUEST FORM

TO:	Dr. Paul Terry
FROM:	Liz Simas
DATE:	March 3, 2016
For:	Board Meeting Superintendent's Cabinet Information Action
Date you wis	sh to have your item considered: April 13, 2016
<u>ITEM</u> : Adm	ninistrative Panel Recommendations and Readmissions
PURPOSE:	
Case# 16-06	6 - Wilson
Case# 16-18	3 - JFK
Case# 16-19	9 - JFK
Case# 16-20	) – JFK
Case# 16-24	4 – Washington
Case# 16-25	5 – Richmond
Case# 16-28	3 – Richmond

Case# 16-29 – Richmond Case# 16-30 - Richmond

#### **PUBLIC NOTICE**

# Hanford Elementary School District Proposed Increase in Level One Development Fees

PLEASE TAKE NOTICE that the Board of Trustees of the Hanford Elementary School District (Board) will conduct a public hearing on a proposed Development Fee Justification Study to allow for the increase of Level One development fees. The hearing will be held at the Board's regular meeting on April 13, 2016 at 5:30 p.m., or as soon thereafter as possible, at the District Board Room, located at 714 N. White Street, Hanford, California.

FUTHER TAKE NOTICE that following this public hearing, the Board will consider a resolution to adopt the Development Fee Justification Study and increase the Level One development fees to the state statutory maximums. If approved by the Board on April 13, 2016, the new fees would become effective on July 1, 2016. The development fees will be used for the purpose of funding the construction or reconstruction of school facilities.

The Development Fee Justification Study with the data supporting the increase of the fees will be available for review on March 31, 2016. Anyone wishing to review or request a copy of the Development Fee Justification Study may do so by contacting the District Office at 714 N. White Street, Hanford, California 93230, telephone (559) 585-3628.

Publish: March 16, 2016 March 30, 2016

## AGENDA REQUEST FORM

TO:	Dr. Paul J. Terry
FROM:	David Endo
DATE:	04/04/2016
FOR:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li></ul>
FOR:	☐ Information ☐ Action
Date you wish t	o have your item considered: 04/13/2016
ITEM: Approv	val of warrants
	ne administration is requesting the approval of the warrants listed on the registers , $03/11/16$ , $03/18/16$ , $03/29/16$ and $04/01/16$ .
FISCAL IMPA	ACT: See attached.
RECOMMEN	<b>DATIONS:</b> Approve the warrants.

# Warrant Register For Warrants Dated 03/04/2016

Page 1 of 2 3/4/2016 7:35:56AM

Warrant Number	Vendor Number	Vendor Name	Amount
12513497	59	AMERIPRIDE UNIFORM SERVICES Laundry / Mop / mat	\$281.10
12513498	5796	AMF VISALIA LANES Inst:   Maths	\$1,398.11
12513499	6253	AT&T Telephone	\$51.65
12513500	4119	KRISTINA BALDWIN Inst'l matl's	\$72.04
12513501	6582	BRADFORD STEEL CONSTRUCTION IN Buildings & Improve	emc\$28,200.00
12513502	6621	MADISON BURROW Other Services	\$21.00
12513503	5697	CALIFORNIA SCIENCE CENTER Inst' Matt's	\$809.25
12513504	1667	CDW GOVERNMENT INC. Instit mattis	\$16,265.70
12513505	6552	CHILDREN'S STORYBOOK GARDEN Instil Consultant	\$400.00
12513506	4178	COOK'S COMMUNICATION Other Supp.	\$56.98
12513507	6595	D&D SECURITY Equipment	\$4,439.28
12513508	405	DASSEL'S PETROLEUM INC. Fue	\$315.08
12513509	3237	CLAUDIA DAVIS Insti Matis	\$80.00
12513510	4815	DIGITECH INTEGRATIONS INCREMIALS, Leases & Repairs/Mai	
12513511	1948	DOWNING PLANETARIUM CSUF Inst matts	Sup\$348.00
12513512	1948	DOWNING PLANETARIUM CSUFINST Matis	\$325.50
12513512	6453	FLOWERS BAKING COMPANY Food	\$2,559.50
12513514	6232	FOLLETT LIBRARY RESOURCES 8 DOKS	\$6,599.12
12513514	1769	Control of the Contro	\$16,722.83
12513516	5916	FRESNO PRODUCE Food	\$33.36
12513510	2749	MELANIE GALLAHER Travel & Conf. / Mileage	
12513517	1393	GARDA CL WEST INC. Other Services	\$121.84
		GAS COMPANY Gas	\$2,271.09
12513519	591	GOLD STAR FOODS FOOD	\$13,751.91
12513520	592	DAVID GOLDSMITH Travel 3. Conf.	\$159.00
12513521	6624	BIBIANA GONIDO Other Services	\$25.00
12513522	622	CHERYL GUILBEAU Mileage	\$30.02
12513523	5052	IMAGINE U CHILDRENS MUSEUM Instil Matis	\$125.00
12513524	5703	TERESA JAQUEZ Inst'l Consultant	\$1,399.20
12513525	801	KINGS COUNTY MOBILE LOCKSMITH Maint Supp.	\$68.86
12513526	6459	MELODY LEE Travel 3. Conf.	\$220.00
12513527	6527	LISSETTE LEYVA Mileage	\$26.46
12513528	6617	LESLIE MARAIN Travel 3. Conf./mileage	\$33.36
12513529	5768	MCGEE PRODUCTIONS Inst' Matt's	\$300.00
12513530	5688	MIRANDA MENDOZA-ROBINSON Inst' Math's	\$320.90
12513531	6620	LAURA MORENO Other Services	\$20.00
12513532	4188	CHAD NIELSEN Mileage	\$32.80
12513533	1058	OFFICE DEPOT other supp. 10 ffice Supp. / Instil mattis	\$914.91
12513534	1058	OFFICE DEPOT Other Supp.	\$214.31
12513535	1071	ORIENTAL TRADING CO. INC. Insty matis	\$968.68
12513536	5111	ORIENTAL TRADING CO. INC. Instit Math's P&R PAPER SUPPLY COMPANY INC Custodian Supp./Food PALM MOUNTAIN RESORT & SPATravel & Conf. Other	/ \$4,878.05
12513537	6593	PALM MOUNTAIN RESORT & SPATravel & Conf. Othe	SUP\$452.76
12513538	6623	BERTHA PEREZ Other Sewices	\$25.00
12513539	1115	SANDRA PEREZ Other Services	\$43.00
12513540	4686	JOHN PORRAS Allowance	\$59.13
12513541	1168	PRODUCERS DAIRY PRODUCTS Food	\$11,635.79
12513542	4797	R-N-R WELDING Maint. Supp.	\$904.00
12513543	6619	NARCEDELIA ROBERTS Other Services	\$21.00
	6618	WESLEY RODRIGUES Other Services	\$25.00

# Warrant Register For Warrants Dated 03/04/2016

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Warrant Number	Vendor Number	Vendor Name	Amount
12513545	6207	KATHLEEN SALYER Mileage	\$64.91
12513546	3569	WENDI SANTIMORE Mileage	\$35.42
12513547	5923	SASSER SPECIALTIES Printing Supp.	\$2,156.54
12513548	1303	SAVE MART SUPERMARKETS Other Supp./Food	\$225.25
12513549	2475	SC FUELS Fire	\$3,196.44
12513550	1327	SCHOOL SPECIALTY Instil Matis/Warehouse	\$616.34
12513551	3743	SHRED-IT USA - FRESNO Shredding	\$129.13
12513552	1356	SILVAS OIL COMPANY INC. Fuel	\$344.08
12513553	4031	SIX FLAGS MAGIC MOUNTAIN Inst'l matl's	\$3,005.18
12513554	1374	SMART & FINAL STORES (HFD/DO) FOOD Services/Office Su	PP \$174.42
12513555	1801	SMART & FINAL STORES (HFD/KIT) Food/Other Supp.	\$168.08
12513556	3800	SONITROL OF FRESNO Dther Services	\$1,895.65
12513557	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$20,048.44
12513558	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$8,770.20
12513559	2188	SUPPLYWORKS Other Transportation Supp./Custodian S	upp. \$833.09
12513560	1444	SYSCO FOODSERVICES OF MODESTOFOOD / Custodian Sup	p. /\$34,361.07
12513561	1466	TERMINIX INTERNATIONAL Other Services Other's	supp. \$25.00
12513562	2138	THE TREE HOUSE Warehouse/office Supp.	\$5,753.40
12513563	4127	TULARE CO OFFICE OF EDUCATION Travel & Conf.	\$250.00
12513564	2043	TULARE COUNTY OFFICE OF ED Travel 3, Conf.	\$625.00
12513565	4064	TULARE COUNTY OFFICE OF ED Travel & Conf.	\$575.00
12513566	5758	LINA TUON Allowance	\$100.00
12513567	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$3,000.00
12513568	1525	UNIVERSAL SPECIALTIES INC. Maint: Supp.	\$128.17
12513569	4522	US AIR CONDITIONING DIST INC. Maint. Supp.	\$87.40
12513570	1544	VALLEY OAK CABINET MFG. Rentals, Leases & Repairs	\$896.00
12513571	1558	VERIZON WIRELESS Telephone	\$529.41
12513572	1603	WESTERN BUILDING MATERIALS Rentals, leases 3, Repairs	\$1,680.00
12513573	6299	JAHNA WONG Inst   matt's	\$24.00

**Total Amount of All Warrants:** 

\$209,261.19

# Credit Card Register For Payments Dated 03/04/2016

Page 1 of 1 3/4/2016 7:36:01AM

Document Number	Vendor Number	Vendor Name	Amount
14014869	5119	ATHLETIC STUFF Instil Matl's	\$33.20
14014870	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$8,486.78
14014871	5339	BEYOND MENTION DESIGNS LLC Instil Matt's	\$225.75
14014872	529	FOLLETT SCHOOL SOLUTIONS Books	\$336.06
14014873	652	HANFORD SENTINEL Other Services	\$118.05
14014874	710	HORIZON SOFTWARE INTERNATIONAL Other Supp.	\$3,117.44
14014875	1111	J W PEPPER & SON INC Instil matt's	\$435.05
14014876	5280	J&E RESTAURANT SUPPLY INC Maint. Supp.	\$132.66
14014877	5007	JORGENSEN COMPANY Rentals, Leases & Repairs	\$350.00
14014878	4276	LEARNING A-Z Inst'l Consultant	\$88.06
14014879	5934	PEARSON - CLINICAL ASSESSMENT Other Supp.	\$248.12
14014880	3513	SIGNMAX CIrounds Supp.	\$324.06
14014881	1702	TRIPLE J CONCRETE Rentals Leases & Repairs	\$177.38
14014882	1619	TRIPLE J CONCRETE Rentals, Leases & Repairs WILBUR-ELLIS COMPANY CIrounds Supp.	\$1,395.67
14014883	1637	WOODWIND & BRASSWIND Inst'l Matl's / Equipment	\$12,589.78

**Total Amount of All Credit Card Payments:** 

\$28,058.06

## Warrant Register For Warrants Dated 03/11/2016

Page 1 of 2 3/11/2016 7:37:41AM

Warrant Number	Vendor Number	Vendor Name	Amount
12514002	2185	ALL SPORTS THERAPY ATHLETIC OTHER SERVICES	\$150.00
12514003	6628	LLC AWESOME CHARTERS AND TOURS OTHER SERVICES	\$3,458.00
12514004	4983	B&HPHOTO-VIDEOOHVErSupp.	\$165.00
12514005	153	BOOKSOURCE BOOKS	\$711.42
12514006	6331	PAUL BORGES Other Services	\$12.00
12514007	5566	BUREAU OF LECTURES Institution	\$295.00
12514008	1891	DEBRA CAWLEY Mileage	\$171.83
12514009	6552	CHILDREN'S STORYBOOK GARDEN Inst'i Consultant	\$200.00
12514010	331	CLASSIC CHARTER Other Services	\$6,116.00
12514011	373	CPM EDUCATIONAL PROGRAM BOOKS	\$4,421.50
12514012	6076	CTA - CALIFORNIA TEACHERS ASSOTravel & Conf.	\$40.00
12514013	6486	CARA CUMMINGS Mileage	\$95.90
12514014	6190	CUSTOMINK Inst'l Mati's	\$229.06
12514015	405	DASSEL'S PETROLEUM INC. Fuel	\$4,846.20
12514016	4417	CARIN DE LA TORRE Travel à Conf.	\$32.00
12514017	414	DELL COMPUTER CORPORATION Institution	\$23,614.84
12514018	5786	DOCUMENT TRACKING SERVICES OTHER Services/Insticus	•
12514019	1948	DOWNING PLANETARIUM CSUF Inst' Mati's	\$702.00
12514020	2809	DUERR EVALUATION RESOURCES/CHK Inst' Consultan	
12514021	6412	FATTE ALBERTS PIZZA COMPANY Inst'\ Mati's	\$147.81
12514022	6232	FOLLETT LIBRARY RESOURCES 800Ks	\$171.57
12514023	558	CAROL GALLEGOS Travel 3 Conf.	\$296.00
12514024	1393	GAS COMPANY CIAS	\$2,021.74
12514025	1816	LUCY GOMEZ Travel & Conf./mileage	\$537.92
12514026	4075	PETER GONSALVES Mileage	\$71.06
12514027	620	GRISWOLD LASALLE COBB DOWD Legal	\$1,307.05
12514028	622	CHERYL GUILBEAU Travel & Conf.	\$296.00
12514029	641	HANEORD ELEM REVOLVING ELINDRONG POSTOR TYQUE	.Conf/e2 337 81
12514030	632	HANFORD ELEM. REVOLVING FUND Books/Postage/Travel* CITY OF HANFORD Water/Sewer Grounds Supp. Tinist ma	th's \$8,828.01
12514031	686	JERI HIGDONTravel & Conf./Mileage	\$40.78
12514032	762	TAMMY JOHNSON Mileage	\$45.14
12514033	1931	KCSBATravel&Corf.	\$200.00
12514034	779	KEENAN & ASSOC/CPIC Health & Welfare	\$5,430.00
12514035	778	KEENAN & ASSOC, MED. EYE SERV. Health & Welfare	\$10,355.24
12514036	5828	KINGS COUNTY DEPT OF PUBLIC WO FACE	\$89.96
12514037	796	KINGS COUNTY OFFICE OF ED Travel & Corf.	\$20.00
12514037	6631	LINDA KINGSLEY HEATH & WELFARE	\$20.00 \$8.26
12514039	6629	MANNYLENE LABABIT Allowance	\$63.41
12514040	6626	MANUELA LERMA Other Services	
12514041	4629		\$25.00
12514042	912	LOWE'S OF HANFORD Warehouse/Maint Supp.	\$98.84
12514042		MANGINI ASSOCIATES INC. Bldgs. 3. Improvements	\$4,452.25
	2903	JAIME MARTINEZ Travel & Cont.	\$148.15
12514044	2243	MATSON ALARM Other Services	\$562.00
12514045	942	KAREN MCCONNELL Mileage	\$41.69
12514046	2856	CHRISTINE MIZER Allowance	\$100.00
12514047	5510	NEWEGG.COM Maint Supp.	\$412.89
12514048	3735	JUDY NOJI Allowanie	\$40.76
12514049	1058	OFFICE DEPOT Office Supp.	\$143,29

## Warrant Register For Warrants Dated 03/11/2016

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Warrant Number	Vendor Number	Vendor Name	Amount
12514050	6257	ORCHARD SUPPLY HARDWARE Maint & Grounds Supp.	\$1,848.89
12514051	1087	TRAVIS C. PADEN Mileage	\$71.06
12514052	2956	JACQUELINE A. RAVEN Travel 3. Conf.	\$32.00
12514053	1874	APRIL M. SILVA Mileage	\$34.99
12514054	3484	DIANA M. SILVA Allowance	\$50.00
12514055	1367	sisc III Health & Welfare	\$539,647.00
12514056	1374	SMART & FINAL STORES (HFD/DO) OT/NEW SUpp.	\$41.66
12514057	3057	CHERIE SOLIAN Mileage	\$88.88
12514058	3800	SONITROL OF FRESNO Rentals, Leases & Repairs	\$2,941.71
12514059	1880	SOUTH COUNTY SUPPORT SERVICES Other Services	\$281.94
12514060	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,624.37
12514061	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$391.88
12514062	1404	STANISLAUS FOUNDATION - ADMIN Other Services	\$2,607.25
12514063	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$11,261.23
12514064	2348	STEVE WEISS MUSIC INSt' MQH'S	\$332.45
12514065	3694	JEROD STRONG Mileage/Travel 3. Covif.	\$66.99
12514066	2188	supplyworks Maint. Supp. / Warehouse	\$437.86
12514067	5774	TEACHER SYNERGY INC Allowance	\$190.60
12514068	1466	TERMINIX INTERNATIONAL Rest Countrol	\$397.00
12514069	5946	THE HARTFORD Health & Welfare	\$1,115.68
12514070	4114	TULARE CO OFFICE OF EDUCATION Travel 3, Conf.	\$500.00
12514071	4064	TULARE COUNTY OFFICE OF ED Travel & Conf.	\$1,650.00
12514072	6451	BRITTANY TWEEDY Allowance	\$100.00
12514073	1521	UNITED REFRIGERATION INC. Equipment	\$1,622.54
12514074	1525	UNIVERSAL SPECIALTIES INC. Maint Supp	\$137.58
12514075	6370	valley coyotes Inst' Matl's	\$1,500.00
12514076	1544	VALLEY OAK CABINET MFG. Other Supp. / Equipment	\$3,900.00
12514077	1554	sonia velo Mileage	\$52.22
12514078	2270	evelyn R. Westmoreland Inst'l Mati's	\$22.52
12514079	3863	WILLIAM WILKINSON Mileage	\$41.04
12514080	6587	WRIGHT & ASSOCIATES Equipment Replacement	\$6,909.70

Total Amount of All Warrants:

\$670,238.68

# Credit Card Register For Payments Dated 03/11/2016

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Document Number	Vendor Number	Vendor Name	Amount
14014957	3893	ALLIED ELECTRIC MOTOR SERV INC Maint. Supp.	\$694.67
14014958	176	BSN SPORTS Inst'l Mati's	\$15.95
14014959	5747	CRISIS PREVENTION INSTITUTE (C DYNEY Sewices	\$150.00
14014960	4271	GOLDEN EAGLE CHARTER INC. D+Vier Services	\$9,914.00
14014961	1111	JW PEPPER & SON INC INSTIMATION	\$27.42
14014962	5007	JORGENSEN COMPANY Rentals, Leases & Repairs	\$175.00
14014963	806	KINGS COUNTY TROPHY Inst' Mati's	\$335.40
14014964	962	MEDCO SUPPLY COMPANY Warehouse	\$100.57
14014965	994	MOBILE MODULAR MGMT. CORP. Rentals, Leases & Repairs	\$3,900.00
14014966	5120	safety depot Inst'l matl's	\$378.48
14014967	6059	SCALE COMPUTING Other Services	\$12,000.00
14014968	3849	SCHOLASTIC READING CLUBS 800KS	\$519.00
14014969	1313	SCHOLASTIC TEACHERS STORE BOOKS	\$2,904.33
14014970	1322	school health corporation Equipment/Inst'l Math's smilemakers Inst'l Math's/Medical Supp.	\$19,448.51
14014971	1753	SMILEMAKERS Instil Mattis/Medical Supp.	\$113.89
14014972	2173	us games Inst'l matt's	\$369.97
14014973	1637	WOODWIND & BRASSWINDINST'I MIQHI'S	\$498.77

Total Amount of All Credit Card Payments:

\$51,545.96

# Warrant Register For Warrants Dated 03/18/2016

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Warrant Number	Vendor Number	Vendor Name	Amount
12514587	6622	ALL CAMPUS SECURITY Other Services	\$1,019.40
12514588	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$169.50
12514589	59	AMERIPRIDE UNIFORM SERVICES Mop/mat/Laundry	\$460.81
12514590	59	AMERIPRIDE UNIFORM SERVICES MOP/Mat/Laura	\$2,295.05
12514591	4983	B&HPHOTO-VIDEO Inst' Matt's	\$402.18
12514592	1690	BATTERY SYSTEMS maint Supp.	\$91.58
12514593	1690	BATTERY SYSTEMS Maint. Supp.	\$924.37
12514594	1363	BEST BUY Food	\$5.28
12514595	153	BOOKSOURCE BOOKS	\$816.70
12514596	6630	CALIFORNIA SCIENCE LEAGUE Trist'   mati's	\$250.00
12514597	230	CALIFORNIA THEATRE CENTER Inst' 1 Matl's	\$450.00
12514598	3146	ANTHONY CARRILLO Inst'I matt's	\$17.90
12514599	6080	NEYDA CASTRO Allowance	\$60.00
12514600	1667	CDW GOVERNMENT INC. Institution	\$13,645.65
12514601	2900	DORIAN CRONK LOCAL REvenue	\$75.90
12514602	4417	CARIN DE LA TORRE Mileage	\$74.14
12514603	4815	DIGITECH INTEGRATIONS INC Rentals, Leases & Repairs	\$1,491.14
12514604	486	KENNY EGGERT Travel 3. Conf.	\$32.00
12514605	6453	FLOWERS BAKING COMPANY FOOD	\$1,026.80
12514606	1769	FRESNO PRODUCE Food	\$19,745.53
12514607	6580	FULL SPECTRUM LASER Inst' Moti's	\$8,595.00
12514608	556	JOY GABLER Travel & Conf. / Mileage	\$254.10
12514609	558	CAROL GALLEGOS Travel & Conf.	\$977.68
12514610	1393	GAS COMPANY Gas	\$4,369.23
12514611	591	GOLD STAR FOODS Food	\$7,828.24
12514612	3656	The state of the s	A STATE OF THE PARTY OF THE PAR
12514613	4059	HANFORD AUTO & TRUCK PARTS Bus Parts/maint. Supp. BRENT HANKE Allowance Grounds	Supp. \$89.70
12514614	2427		
12514615	710	HOME DEPOT CREDIT SERVICES Maint. Supp/Instil Ma	
		HORIZON SOFTWARE INTERNATIONAL Other Services THE HORN SHOP Inst'I mati's/Equipment	\$7,756.28
12514616	711		\$51,729.01
12514617	5990	KELLER FORD Other Supp.	\$98.30
12514618	1783	KELLER MOTORS Other Supp.	\$254.88
12514619	808	KINGS WASTE & RECYCLING Garbage	\$43.50
12514620	817	KROEGER EQUIPMENT & SUPPLY CO Other Transportation LAWNMOWER MAN Maint. Supp./ Rentals, Leases & Repo	\$272.36
12514621	986	LAWNMOWER MANTIAIM. Supp., Revinus, Ceases & Repe	\$58.32
12514622	838	LAWRENCE TRACTOR COMPANY Grounds Supp.	\$487.23
12514623	6637	DEANNA LUNA Other Services	\$20.00
12514624	912	MANGINI ASSOCIATES INC. Land Improvements	\$3,807.04
12514625	6529	JESSICA MARANON Allowance	\$40.94
12514626	6635	SARA MARAVILLA Other Services	\$20.00
12514627	6377	MARIACHI CONNECTION Inst' mati's	\$152.28
12514628	5570	MATELOT GULCH MINING Inst' Math's	\$525.00
12514629	2243	MATSON ALARM Maint. Supp.	\$36.00
12514630	1058	OFFICE DEPOT Inst'I Math's 1 Office Supp.	\$151.01
12514631	1071	ORIENTAL TRADING CO. INC. Inst'   Mati's	\$319.59
12514632	5111	P & R PAPER SUPPLY COMPANY INC Other & Custodian	upp.\$3,653.61
12514633	4118	KERRY PIEROTTE Mileage	\$29.81
12514634	1168	PRODUCERS DAIRY PRODUCTS FOOD	\$13,371.32

## Warrant Register For Warrants Dated 03/18/2016

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Warrant Number	Vendor Number	Vendor Name	Amount
12514635	1903	REGENTS OF THE UNIV OF CALIF Travel & Conf.	\$1,000.00
12514636	5992	RODRIGUEZ BROS INC CIrounds Supp.	\$223.33
12514637	2646	JILL RUBALCAVA Travel & Conf./Mileage	\$205.05
12514638	5923	SASSER SPECIALTIES Office Supp.	\$241.88
12514639	1303	SAVE MART SUPERMARKETS FOOD	\$62.53
12514640	5170	SCORE SPORTS Inst! Mati's	\$1,094.89
12514641	3131	SHERWIN-WILLIAMS CO Maint Supp.	\$407.22
12514642	1801	SMART & FINAL STORES (HFD/KIT) Other Supp. / FOOd	\$156.68
12514643	3057	CHERIE SOLIAN Mileage	\$47.23
12514644	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$24,393.76
12514645	1403	STANISLAUS FOUNDATION - DENTAL Other Services	\$10,759.60
12514646	1405	STAPLES *6252 Inst'l Matl's/Allowance/Office Supp.	\$169.71
12514647	1444	SYSCO FOODSERVICES OF MODESTO FOOd Other Supp.	\$32,176.97
12514648	5774	TEACHER SYNERGY INC Instil Consultant/Allowance	\$149.25
12514649	4064	TULARE COUNTY OFFICE OF ED Travel & Conf.	\$125.00
12514650	1521	UNITED REFRIGERATION INC. Maint. Supp.	\$2,663.92
12514651	2653	VALLEY OXYGEN Maint. Supp.	\$66.34
12514652	1554	SONIA VELO mileage	\$195.05

**Total Amount of All Warrants:** 

\$224,315.33

# Credit Card Register For Payments Dated 03/18/2016

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<b>Document Number</b>	Vendor Number	Vendor Name	Amount
14015045	2	A-Z BUS SALES INC Bus Repair Parts	\$1,615.58
14015046	1748	COFFEE BREAK SERVICE Other Supp.	\$41.00
14015047	5834	COFFEE BREAK SERVICE Other Supp. EDUCATORS OUTLET INC. Inst's Matt's	\$175.50
14015048	509	EWING IRRIGATION PRODUCTS Cypunds Supp.	\$514.25
14015049	2461	GAMETIME Equipment	\$988.67
14015050	652	HANFORD SENTINEL Other Services	\$727.70
14015051	5007	JORGENSEN COMPANY Rentals, Leases 3 Repairs	\$2,305.00
14015052	802	KINGS COUNTY PIPE & SUPPLY Maint. Supp.	\$193.53
14015053	806	KINGS COUNTY TROPHY Inst'I matt's	\$51.60
14015054	3272	MCGRAW-HILL EDUCATION Inst' Matt's	\$621.67
14015055	1802	MEDALLION SUPPLY Maint. Supp.	\$1,126.68
14015056	1002	MEDALLION SUPPLY Maint. Supp. MORGAN & SLATES INC. Maint. Supp./Transportati	on Supp. \$81.19
14015057	1278	s & s worldwide inc. Inst'l mati's	\$72.15
14015058	1637	WOODWIND & BRASSWIND Instil Matis	\$138.39

**Total Amount of All Credit Card Payments:** 

\$8,652.91

# Warrant Register For Warrants Dated 03/29/2016

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arrant Number	Vendor Number		nount
12515089	1142	MICHELE ALEXANDER Travel 3. Conf./Mileage/Other Supp. AMAZON.COM Inst'I math's/Office Supp./Other Supp./Books	\$161.0
12515090	6431	AMAZON.COM Inst'I math's Office Supp. 19ther Supp. 1 Books	\$3,966.6
12515091	4670	ALICIA ARTHUR Allowance	\$67.12
12515092	6253	AT&T Telephone	\$755.2
12515093	4983	B&HPHOTO-VIDEO Inst'l Matt's	\$431.5
12515094	3258	BANK OF AMERICA Instit Mattis/Travel & Conf.	\$566.20
12515095	5839	BAZIC PRODUCTS Warehouse	\$1,000.10
12515096	153	BOOKSOURCE Books	\$599.94
12515097	5566	BUREAU OF LECTURES Instit Matis	\$295.0
12515098	236	STATE OF CALIFORNIA Other Services	\$2,272.0
12515099	4382	CASCIO INTERSTATE MUSIC Inst'I Waths	\$410.69
12515100	355	CDT INC. Other Services	\$66.0
12515101	1667	CDW GOVERNMENT INC. Inst' Maths/Equipment	\$4,103.5
12515102	4452	CENTRAL VALLEY SUPPORT SERVICE Of her Services	\$272.50
12515103	6552	CHILDREN'S STORYBOOK GARDEN Inst'I Consultant	\$800.0
12515104	5708	CORE BUSINESS INTERIORS Other Supp.	\$3,592.3
12515105	5747	CRISIS PREVENTION INSTITUTE (C Other Services	\$150.0
12515106	3618	CURRICULUM ASSOCIATES INC. BOOKS	\$300.7
12515107	6190	CUSTOMINK Inst'l Mati's	\$244.6
12515108	6595	D&D SECURITY Equipment	\$2,992.8
12515109	4815	DIGITECH INTEGRATIONS INCREMALS, Leases à Repairs	\$1,008.3
12515110	506	ETA HANDOMIND Allowance	\$81.8
12515111	3682	FASTENAL Maint Supp.	\$157.9
12515112	1393	GAS COMPANY GAS	\$709.4
12515113	571	GEARY PACIFIC SUPPLY Maint Supp.	\$105.2
12515114	5323	NATIVIDAD GEORGE Mileage	\$118.8
12515115	592	DAVID GOLDSMITH Mileage	\$329.9
12515116	5221	GREEN ACRES MIDDLE SCHOOL Instit matts	\$350.0
12515117	2121	LUPE HERNANDEZ A HOWANCE	\$77.0
12515117	5264	HOUGHTON MIFFLIN HARCOURT Other Supp.	\$6,781.4
12515119	5052	IMAGINE U CHILDRENS MUSEUM Inst' Mati's	\$200.0
12515119	5052	IMAGINE O CHILDRENS MUSEUM INSt'I Mati's	\$450.0
12515120	4597		
12515121		IVS COMPUTER TECHNOLOGY Equipment	\$2,761.1
12515122	5290 5000	KEENAN & ASSOCIATES Insurance	\$3,036.3
	5990 706	KELLER FORD OTHER SUPP.	\$378.3
12515124	796		\$10,912.8
12515125	3719	FLORITA MAGALLON Mileage	\$158.5
12515126	2761	MHS Other Supp.	\$998.4
12515127	6328	SAM ACADEMY Instit Matt's	\$1,170.0
12515128	1326	SCHOOL SERVICES OF CALIF. INC. Dues & memberships	\$295.00
12515129	1374	SMART & FINAL STORES (HFD/DO) Inst'l Mati's	\$295.72
12515130	1403		\$16,774.4
12515131	6614	STATE STREET PRODUCTS LLC Other Supp.	\$117.2
12515132	4127	TULARE CO OFFICE OF EDUCATION Travel & Corf.	\$400.00
12515133	4064	TULARE COUNTY OFFICE OF ED Travel & Conf.	\$1,000.00
12515134	3154	UPS Inst'l math's	\$14.10
12515135	1575	WALMART COMMUNITY/RFCSLLCIVIST'I Matl's/Warehouse, Allowand	/ \$715.2 2

# Credit Card Register For Payments Dated 03/29/2016

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Document Number	Vendor Number	Vendor Name	Amount
14015121	91	AUTOMATED OFFICE SYSTEMS Equipment Replacement	\$13,041.53
14015122	176	BSN SPORTS Inst'l Matl's	\$1,201.85
14015123	179	BUDDY'S TROPHY SUPPLY Inst' Math's	\$20.96
14015124	416	DEMCO INC. Inst'l Matl's	\$303.31
14015125	529	FOLLETT SCHOOL SOLUTIONS BOOKS	\$109.01
14015126	539	FRANKLIN COVEY PRODUCTS LLC Office Supp.	\$55.27
14015127	652	HANFORD SENTINEL Other Services	\$814.25
14015128	831	LAKESHORE LEARNING Allowance	\$46.53
14015129	962	MEDCO SUPPLY COMPANY Warehouse	\$59.75
14015130	1021	NASCO Institution	\$125.75
14015131	1313	SCHOLASTIC TEACHERS STOREBOOKS/Inst'l Matl's	\$1,483.62
14015132	5781	THINGS REMEMBERED Office Supp.	\$774.00
14015133	1619	WILBUR-ELLIS COMPANY LLC Grounds Supp.	\$1,878.26
14015134	1637	WOODWIND & BRASSWIND Inst'l Matl's	\$22.58

**Total Amount of All Credit Card Payments:** 

\$19,936.67

## Warrant Register For Warrants Dated 04/01/2016

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Warrant Number	Vendor Number	Vendor Name	Amount
12515754	14	ACSA Other Services	\$448.00
12515755	2352	AMS. NET Equipment/Other services	\$932.57
12515756	2424	ANDERSON'S Inst'I Matt's	\$1,129.75
12515757	3947	ATKINSON ANDELSON LOYA RUUD & Legal	\$16,374.74
12515758	5895	PEGGY BELL Allowards	\$100.00
12515759	6037	CA SCHOOL EMPLOYEE ASSN - CSEATravel & Conf.	\$436.00
12515760	5651	CALIFORNIA JUMPING OF FRESNO Inst' Consultant	\$685.00
12515761	1667	CDW GOVERNMENT INC. Inst'   Mati's	\$13,502.54
12515762	6640	CENTER FOR PUPPETRY ARTS Inst'l Consultant	\$310.00
12515763	331	CLASSIC CHARTER Other Services	\$7,006.00
12515764	4178	COOK'S COMMUNICATION Rentals, Leases & Repairs	\$50.00
12515765	6625	COSCO FIRE PROTECTION Rentals, Leases 3 Repairs/Maint. Si	лрр. \$1,124.87
12515766	3618	CURRICULUM ASSOCIATES INC. Instit matis	\$2,010.96
12515767	414	DELL COMPUTER CORPORATION Equipment/ Inst: matis	\$2,640.19
12515768	4815	DIGITECH INTEGRATIONS INC Maint Supp. / Revitals, Leases \$	Rep. \$1,369.09
12515769	3567	E.L. ACHIEVE Travel & Conf.	\$2,225.00
12515770	5960	LAUREN FRANCO Instil Matis	\$16.11
12515771	3400	FRESNO COUNTY OFFICE OF EDTravel & Conf.	\$400.00
12515772	558	CAROL GALLEGOS Travel & Conf./Mileage	\$423.54
12515773	1393	GAS COMPANY GAS	\$685.58
12515774	3660	ROBERT HEUGLY Inst'll Matlis/Mileage/Travel & Conf.	\$313.00
12515775	685	HI-LINE Other Transportation Supp.	\$172.25
12515776	6632	HOLIDAY INN - ONTARIO Travel & Conf.	\$1,435.80
12515777	2062	JOHN'S INCREDIBLE PIZZA INSt'I Mati's	\$1,145.72
12515778	5290	KEENAN & ASSOCIATES Other Services	\$2,929.00
12515779	796	KINGS COUNTY OFFICE OF ED Other Services	\$546.00
12515780	2053	ROBERT LEON Travel & Conf.	\$138.00
12515781	2649	PEGGY NOBLE Allowance	\$45.45
12515782	6056	KRISTI OCHOA Travel 3. Conf.	\$138.00
12515783	1071	ORIENTAL TRADING CO. INC. Inst'l matl's	\$251.75
12515784	6627	RAUL REYNA CONCRETE Buildings & Improvements	\$13,100.00
12515785	5558	ROSA BROTHERS MILK COMPANY Institutely	\$350.00
12515786	3883	shereese rose Travel & Conf.	\$138.00
12515787	3136	SAVE A LIFE TRAINING CENTER Other Services	\$320.00
12515788	3168	schoolworks inc. Other Services	\$12,127.80
12515789	6122	SHI INTERNATIONAL CORP Inst'l Consultant	\$9,307.00
12515790	1880	SOUTH COUNTY SUPPORT SERVICES Other Services	\$2,556.45
12515791	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,615.19
12515792	773	sports officiating service Inst'i Consultant	\$1,984.00
12515793	6642	RICHARD THOMPSON Other Services	\$21.00
12515794	2138	THE TREE HOUSE Warehouse	\$1,052.43
12515795	2043	TULARE COUNTY OFFICE OF ED Travel & Conf.	\$450.00
12515796	4547	US SCHOOL SUPPLY Inst'l Matl's	\$62.45
12515797	1558	verizon wireless Telephone	\$291.90
12515798	1603	WESTERN BUILDING MATERIALS Maint Supp	\$201.82
12515799	6395	DENISE WESTLUND Travel & Corf. / Mileage	\$386.40

# Credit Card Register For Payments Dated 04/01/2016

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Document Number	Vendor Number	Vendor Name	Amount
14015194	5184	DRISKELL'S APPLIANCE Equipment	\$966.43
14015195	4271	GOLDEN EAGLE CHARTER INC. Other Services	\$20,718.00
14015196	2258	GUERRERO DOOR SERVICE Revitals, Leases 3, Repairs	\$2,185.00
14015197	635	HANFORD CHAMBER OF COMMERCE Inst' mati's	\$40.00
14015198	652	HANFORD SENTINEL Office Supp.	\$168.75
14015199	3880	JOSEPHSON INSTITUTE OF ETHICS Dues à Memberships	\$1,000.00
14015200	831	LAKESHORE LEARNING Inst' Mati's	\$1,562.21
14015201	994	MOBILE MODULAR MGMT. CORP. Rentals, leases 3. Repairs	\$886.00
14015202	5643	NATIONAL GEOGRAPHIC LEARNING Inst' Mati's	\$1,039.50
14015203	5370	NORMAN S. WRIGHT-DUCKWORTH Maint Supp.	\$306.80
14015204	3745	PRO-ED Other Supp.	\$75.90
14015205	2876	s & s discount sports Warehouse	\$62.05
14015206	3583	SAN JOAQUIN IMPERIAL Rentals, Leases & Repairs	\$222.50
14015207	1429	SUMMIT SUPPLY Maint Supp.	\$470.22
14015208	2173	US GAMES Inst'l matl's	\$95.61
14015209	1637	WOODWIND & BRASSWIND Inst'   matl's	\$115.99

**Total Amount of All Credit Card Payments:** 

\$29,914.96

# Hanford Elementary School District Minutes of the Special Board Meeting April 2, 2016

Minutes of the Special Board Meeting of the Hanford Elementary School District Board of Trustees on April 2, 2016 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Lupe Hernandez, Clerk

White Street, Hanford, CA. President Revious called the meeting to order at 8:45 p.m. Trustees Garcia, Call to Order Garner, and Hernandez were present. Paul J. Terry, Superintendent was also present. **Closed Session** Trustees immediately adjourned to closed session for the purpose of: • Employment/Appointment (GC 54957) - Superintendent **Open Session** Trustees returned to open session at 12:00 p.m. There was no reporting out. Adjournment There being no further business, President Revious adjourned the meeting at 12:00 p.m. Respectfully submitted, Paul J. Terry, Secretary to the Board of Trustees Approved:

Tim Revious, President

### Hanford Elementary School District Minutes of the Regular Board Meeting March 9, 2016

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 9, 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. Trustee Hill was absent.

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

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

#### Open Session

Trustees returned to open session at 6:12 p.m.

# Present

**HESD Managers** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Debra Colvard, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava and Liz Simas.

# 16-17

Case #16-15 & Trustee Hernandez made a motion accept the Findings of Fact and expel case #16-15 and 16-17 for the remainder of the 2015-16 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held March 7, 2016. Parents may apply for Readmission on or after June 3, 2016. Trustee Garner seconded; motion carried 4-0:

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

#### Case #16-16

Trustee Hernandez made a motion to accept the Findings of Fact and expel case #16-16 for the remainder of the 2015-16 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held March 7, 2016. However, Trustee Hernandez further move that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 3, 2016. Trustee Garcia seconded: motion carried 4-0:

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

# Public

None

# Comments

Board and Staff Superintendent Paul J. Terry stated the CSBA President's Dinner is on Monday, March Comments 14th at Lakeside School

Requests to Address the Board None

#### Dates to Remember

President Revious reviewed dates to remember: CSBA President's Dinner – March 14<sup>th</sup> at 6:30 p.m.; Spring Break – March 21<sup>st</sup>-28<sup>th</sup>; Holiday – March 25<sup>th</sup> and 28<sup>th</sup>; Regular Board Meeting – April 13<sup>th</sup> 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 2/19/16 and 12/26/16.
- b) Minutes of Regular Board Meeting February 24, 2016.
- c) Interdistrict transfers as recommended.
- d) Donation of \$117.78 from Take Charge of Education to Lincoln
- e) Donation of \$57.42 from Target Take Charge of Education to Hamilton
- f) Donation of \$150.00 from Edison International to Simas
- g) Donation of \$261.95 from Target Take Charge of Education to Monroe
- h) Donation of \$155.00 form Target to Roosevelt
- i) Donation of 250.00 from Wonderful Giving to Roosevelt

#### INFORMATION ITEMS

**BP 6190** 

Superintendent Paul J. Terry, presented for information the following revised Board Policy:

• BP 6190 – Evaluation of the Instructional Program

**BP/AR 3270** 

David Endo, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:

• BP/AR 3270 – Sale and Disposal of Books, Equipment and Supplies

AR 3512

David Endo, Chief Business Official, presented for information the following revised Administrative Regulation:

• AR 3512 – Equipment

E 3553

David Endo, Chief Business Official, presented for information the following revised Exhibit:

E 3553 – Free and Reduced Price Meals

AR 4119.11

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Administrative Regulation:

AR 4119.11 - Sexual Harassment

AR 4161.11

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Administrative Regulation:

• AR 4161.11 - Industrial Accident/Illness Leave

**Public Hearing** 

At 6:24 President Revious opened the Public Hearing: Extended School Year Waiver Request. Karen McConnell, Assistant Superintendent to Special Services Department, presented information on the application for the California Department of Education for the 2015-2016 Extended School Year waiver. This waiver will allow to shorten the program for special education summer school. The program would operate from June 13 through June 30. With the operating hours of 8:00 am to 1:30 pm with lunch built in to the program.

There were no questions or comments from the public. President Revious closed the public hearing at 6:28.

#### **BOARD POLICIES AND ADMINISTRATION**

#### Extended School Year Waiver

Trustee Garner made a motion to approve the application for Extended School Year Waiver for Special Education for the 2015-16. Trustee Hernandez seconded; motion carried 4-0:

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

BP/AR 5141.31 Trustee Garcia made a motion to approve revised Board Policy and Administrative Regulation 5141.61 – Immunizations. Trustee Garner seconded; motion carried 4-0:

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

BP/AR 1312.3

Trustee Garner made a motion to approve revised Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures. Trustee Hernandez seconded; motion carried 4-0:

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

BB 9100

Trustee Garcia made a motion to approve revised Board Bylaw 9100 – Organization. Trustee Garner seconded: motion carried 4-0:

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

AR 4112.23 Trustee Garcia made a motion to approve revised Administrative Regulation 4112.23 - Special Education Staff. Trustee Hernandez seconded; motion carried 4-0:

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

AR 5112.2 Trustee Garcia made a motion to approve revised Administrative Regulation 5112.2 – Exclusions from Attendance. Trustee Garner seconded; motion carried 4-0:

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

BP 6151 Trustee Garcia made a motion to approve revised Board Policy 6151 – Class Size. Trustee Hernandez seconded; motion carried 4-0:

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

#### Contracts for Consultants

Trustee Garner made a motion to approve for Superintendent to authorize contracts not to exceed \$500 per consultant for up to three consultants engaged to assist Human Resources recruitment activities. Trustee Garcia seconded; motion carried 4-0:

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

# Calendar

2016-17 School Trustee Garcia made a motion to adopt the 2016-2017 school calendar. HETA adopted at meeting yesterday. Trustee Hernandez seconded; motion carried 4-0:

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

#### **PERSONNEL**

Trustee Garcia made a motion to take Personnel items "a" through "e" together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Garcia then made a motion to approve Personnel items "a" through "e". Trustee Hernandez seconded; the motion carried 4-0:

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

The following items were approved: Classified

#### Item "a" – Employment

- Kimberley Moench, Health Care Assistant 6.0 hrs., Jefferson Charter Academy, effective 2/29/16
- Ugochi Ndoh, Health Care Assistant 6.0 hrs., Richmond, effective 2/18/16 Temporary Employees/Substitutes/Yard Supervisors
  - Madison Burrow, Substitute Yard Supervisor, effective 2/29/16
  - Stacy Paez, Short-term Yard Supervisor 1.0 hr., Roosevelt, effective 3/1/16 to 6/3/16
  - America Rodriguez Sanchez, Short-term Yard Supervisor –.75 hrs., Roosevelt, effective 3/1/16 to 6/3/16
  - Tiffany West, Short-term Special Education Aide 4.0 hrs. and Short-term Yard Supervisor 1.5 hrs., Roosevelt, effective 3/1/16 to 6/3/16

### Item "b" – Resignations

- Erin Bush, Teacher, King, effective 6/3/16
- Sandra Cruz-Rodriguez, Teacher, Jefferson Charter Academy, effective 6/3/16
- Brandie Duda, Teacher, Washington, effective 5/4/16
- Arely Galvan Martinez, Substitute Babysitter, Bilingual Aide I, READY Program Tutor, Special Education Aide, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 1/26/16
- Marlena Jones, Teacher, Roosevelt, effective 6/3/16
- Elise Maltos, Teacher, Roosevelt, effective 6/3/16
- Lacee Myers, Teacher, King, effective 6/3/16
- LaVerne O'Daniel, Educational Tutor K-6 3.5 hrs., Washington, effective 5/12/16
- Jamie Stout, Teacher on Leave of Absence, effective 2/23/16
- Maria Villafana, Yard Supervisor 3.5 hrs., Jefferson, effective 2/29/16
- Melissa Walters, Teacher, Monroe, effective 6/3/16

#### Item "c" -Promotion

 April Tamayo, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Washington, effective 3/9/16

#### Item "d" – Leave of Absence

- Eulalia "Lolly" Olvera-Barron, Yard Supervisor 3.5 hrs., Richmond, effective 2/16/16 to 2/26/16
- Melanie Pimentel, Yard Supervisor 2.0 hrs., Washington, effective 2/3/16 to 3/10/16, personal

School

#### Item "e" – Volunteers

Name

Jose Cuevas Hernandez (HESD Employee) Jefferson Liliana Urbina Jefferson Marta Garcia King Bertha Perez King **Jeffrey Bottoms** Monroe Monroe Melissa Gomez **Gregory Lockhart** Monroe Lalhing Lockhart Monroe Valarie Ramirez Monroe MaryAnn Todd Monroe Sean Barajas Richmond Monica Sales Simas Lori Evans Washington Rosa Nava Washington Narcedelia Roberts Washington Rebecca Roselius Washington

#### FINANCIAL

carried 4-0:

Day & Co. Contract

Vavrinek, Trine, Trustee Garcia made a motion to approve the contract with Vavrinek, Trine, Day & Co. for audit services 5800 for another 3 year contract. Trustee Hernandez seconded; motion carried 4-0:

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

Management

Mobile Modular Trustee Garcia made a motion to approve the lease agreement with Mobile Modular Management Corporation for two portable classrooms to the Jefferson School. **Co. Agreement** Accommedate 6-8 graders. In the next 3 years. Trustee Hernandez seconded; motion

> Garcia - Yes Garner - Yes Hernandez - Yes Revious - Yes

Study

GASB Actuarial Trustee Garcia made a motion to accept the actuarial study required by Government Accounting Standards Board (GASB) 43/45 required every other year. Trustee Hernandez seconded; motion carried 4-0:

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

Self-Insured **Dental Plan Actuarial Study**  Trustee Garcia made a motion to accept the District's Self-Insured Dental Plan actuarial study, keeps as is. Trustee Garner 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 6:38 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-225	Α	Lincoln	Lakeside	4/04/2016
I-226	Α	Washington	Kings River	4/04/2016
I-227	Α	Washington	Kings River	4/04/2016

No	A/D	Sch Req'd	Home Sch	BD Date
0-137	Α	Lemoore	Roosevelt	4/04/2016

#### Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

**DATE:** 3/17/16

**FOR:** (X) Board Meeting

( ) Superintendent's Cabinet

FOR: ( ) Information

(X) Action

Date you wish to have your item considered: April 13, 2016

**ITEM:** Consider approval of donations to Hamilton School from:

• Hamilton Parent Teacher Club in amount of \$2500.00

<u>PURPOSE:</u> Monies to be used to purchase school yearbooks and stinger store

items.

### **FISCAL IMPACT:**

Increase of \$2500.00 to account #0100-0000-0-1110-1000-430001-029-0000.

**RECOMMENDATION:** Accept donations.

#### **AGENDA REQUEST FORM**

TO:	Dr. Pai	ul J. Terry
FROM:	Javier	Espindola
DATE:	March	16, 2016
FOR:		Board Meeting Superintendent's Cabinet
FOR:		Information Action

Date you wish to have your item considered: April 13, 2016

**ITEM:** Donation of \$4,107.93 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

**PURPOSE:** To be used to reimburse school for purchase of play equipment for kindergarten, library books, and for student incentives.

#### **FISCAL IMPACT:** Increase to accounts as follows:

0900-0000-0-1110-1000-440000-021-0000	\$1,571.68
0900-0000-0-1110-1000-580009-021-0000	\$1,071.00
0900-0000-0-1110-1000-110040-021-0000	\$ 300.00
0900-0000-0-0000-2420-420000-021-0000	\$1,165,25

**RECOMMENDATIONS:** Accept Donation

### **AGENDA REQUEST FORM**

TO:	Dr. Pa	ul J. Terry
FROM:	Kenneth Eggert	
DATE:	April	1, 2016
FOR:		Board Meeting Superintendent's Cabine
FOR:		Information Action

Date you wish to have your item considered: April 13, 2016

ITEM: \$6,607.22 Donation from Woodrow Wilson Student Body

**PURPOSE:** Purchase of Sea Train shipping container for leadership storage on Woodrow Wilson campus

FISCAL IMPACT: 0100-0000-0-1110-1000-640000-031-0000

**RECOMMENDATIONS:** Approve donation

### AGENDA REQUEST FORM

TO: Dr	r. Paul J. Terry		
FROM: De	FROM: Debra Colvard		
DATE: 4/1	1/16		
L	Board Meeting Superintendent's Cabinet		
FOR:	Information Action		
Date you wish to h	nave your item considered: April 13, 2016		
ITEM: Donation School.	of \$250.00 from San Joaquin Valley Air Pollution Control District to MLK		
PURPOSE: To s	upport Clean Air Champions activities and projects		

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

**RECOMMENDATIONS:** Accept donation

### AGENDA REQUEST FORM

TO:	Dr. Pa	ul J. Terry	
FROM:	Kristina Baldwin Wystra Palla		
DATE:	4/1/16		
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 4/13/16

ITEM: PTC donation of \$7400.00

**PURPOSE:** To be used for the following: PTC: Yearbooks for students \$2300.00

Staff Appreciation \$500

6<sup>th</sup> Grade End of Year Celebration \$600.00 Sports Banquets food & Trophies \$1300.00

End of the Year Awards \$2700

FISCAL IMPACT: Increase of \$7400.00 to Simas School General Fund Budget

**RECOMMENDATIONS:** accept donations

### AGENDA REQUEST FORM

TO:	Paul Terry
FROM:	Anthony Carrillo
DATE:	April 1, 2016
For:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li></ul>
For:	☐ Information ☐ Action
Date you wish	to have your item considered: April 13, 2016
<u>ITEM</u> :	Donation of \$1,306.00 from Roosevelt Parent Club
<u>PURPOSE</u> :	Accept donation of \$1,306.00 from Roosevelt Parent Club
	Parent Involvement, Student Incentives, and Teacher Appreciation \$1,306.00
	0100-0000-0-1110-1000-430001-026-0000

FISCAL IMPACT (if any): \$1,306.00

RECOMMENDATION (if any): Action.

#### HANFORD ELEMENTARY SCHOOL DISTRICT

#### AGENDA REQUEST FORM

TO:	Paul Terry, Ed.D.
FROM: DATE:	Doug Carlton April 4, 2016
For:	<ul><li>☑ Board Meeting</li><li>☐ Superintendent's Cabinet</li></ul>
For:	<ul><li>☐ Information</li><li>☐ Action</li></ul>

Date you wish to have your item considered: April 13, 2016

ITEM: Receive for information a report from the Hanford Elementary LCAP Parent Advisory Committee (PAC) January 19, 2016 Meeting.

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

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

### **Hanford Elementary School District**



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

Date of Meeting: January 19, 2016

Starting Time: 9:00 a.m.

Location: District Office Board Room, 714 N. White Street

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

- The PAC received information on the following topics:
  - The function and purpose of the PAC
  - The Local Control Funding Formula (LCFF)
  - Student achievement under LCAP Goals 2 and 3 (State Priorities 2 and 4)
    - o The Achievement of English Learners
  - The district's programs and services for English Learners
  - The School-Family Compact
- The PAC advised the district to consider the following:
  - Approve the Report to the Board for PAC meeting #2 from January 19, 2016
  - Continue to provide additional services and support for students who are English Learners
  - Continue to monitor the progress and provide support for students who have been reclassified as Fluent English Proficient (RFEP)
  - Continue to obtain input from stakeholders for revisions to the School-Family Compact

#### HANFORD ELEMENTARY SCHOOL DISTRICT

### AGENDA REQUEST FORM

TO:	Paul Terry, Ed.D.
FROM: DATE:	Lucy Gomez April 4, 2016
For:	<ul><li>☑ Board Meeting</li><li>☐ Superintendent's Cabinet</li></ul>
For:	<ul><li>☐ Information</li><li>☐ Action</li></ul>

Date you wish to have your item considered: April 13, 2016

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) January 20, 2016

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

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



### **Hanford Elementary School District**

## Hanford Elementary School District (HESD) District English Language Advisory Committee Meeting

Date of Meeting: January 20, 2016

Starting Time: 9:00 a.m.

Location: District Office Board Room, 714 N. White Street

Purpose of the Meeting: To advise the board on conducting a district-wide needs assessment on a school by school basis; to review and comment on the district's reclassification procedures.

#### The DELAC received information on the following topics:

- The Local Control Accountability Plan (LCAP)
  - The achievement of English Learners (LCAP Goals #1 and #, State Priorities #2 and #4)
  - English Learner's access to the Common Core Standards and English Language Development Standards
  - o The progress students who are English learners are making in learning English
  - o The district's reclassification rate
- The district's programs and services for English learners
- The Consolidated Application for Funding
- Parental Exception Waivers

#### The DELAC made the following recommendations:

- 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 under the existing criteria
- Approve the Consolidated Application for Funding

#### HANFORD ELEMENTARY SCHOOL DISTRICT

#### **AGENDA REQUEST FORM**

TO:	Dr. Pa	ul J. Terry	
FROM:	Karen McConnell		
DATE:	March	21, 2016	
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: April 13, 2016

ITEM: Administrative Regulation 6142.1 & Board Policy 6142.1

**PURPOSE:** Policy and regulation updated to reflect new law requires 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 to integrate such instruction with HIV/AIDS prevention education.

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

**RECOMMENDATIONS:** Review

### **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 toeducational 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 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.

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(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.

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(cf. 5141.25 - Availability of Condoms)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6143 - Courses of Study)
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(cf. 5141.22 - Infectious Diseases)

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

(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/hertheir 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.rog

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
- <u>6. Are accessible</u> 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 Requirements 13. 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, 51934making 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 testingnegotiation 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 #1-7above 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 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 resources infections, 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 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 <u>a.</u>
  Parenting, adoption, and abortion
- <u>b. Information</u> on the law <u>concerningon</u> surrendering physical custody of a minor child 72 hours <u>of age</u> 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 <u>instruction\_comprehensive sexual health education and HIV prevention education</u> shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, <u>healthy relationships</u>, pregnancy, and <u>HIV and other</u> sexually transmitted <u>diseases.infections</u>. (Education Code <u>5193251931</u>, 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 <u>comprehensive</u> 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 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<del>AIDS</del> 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 districtSuperintendent 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

	Dr. Paul J. Terry		
FROM:	Jill Rubalcava		
DATE:	March 22, 2016		
FOR:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li></ul>		
FOR:	☐ Information Action		
Date you wish t	o have your item considered: April 13, 2016		
ITEM:	Receive the following revised Board Policy for information:		
	■ BP 6142.92 – Mathematics 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 California Department of Education requirements for aligning with the design of High School Mathematics Courses based on Common Core State Standards.		
FISCAL IMPA	ACT: None		

**RECOMMENDATIONS:** Consider for approval at the next public Board Meeting.

### **Hanford ESD**

### **Board Policy**

**Mathematics Instruction** 

BP 6142.92

Instruction

The <u>Governing Board of Trustees</u> 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.

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

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

2

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.

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(cf. 4131 - Staff Development)
(cf. 4331 - Staff Development)
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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.

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(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. 6163.1 - Library Media Centers)
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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.

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(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**

from: Date:	Dr. Paul Terry Liz Simas March 22, 2016
For:	<ul><li>☑ Board Meeting</li><li>☐ Superintendent's Cabinet</li><li>☑ Information</li><li>☐ Action</li></ul>

Date you wish to have your item considered: 04/13/16

<u>ITEM</u>: Receive the following revised Board Policy and Administrative Regulation for information:

BP/AR 6173 - Education for Homeless Children

<u>PURPOSE</u>: 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

<u>RECOMMENDATION</u> (if any): Review for Information and consider for adoption at the next regular Board meeting.

### **Hanford ESD**

### **Board Policy**

**Education For Homeless Children** 

BP 6173
Instruction

The <u>Governing</u> Board <u>of Trustees</u> desires to ensure that homeless <u>studentschildren</u> have access to the same free and appropriate public education provided to other <u>studentschildren</u> within the district.— The district shall provide homeless students with access to education and other services necessary for <u>themthese students</u> to meet the same challenging <u>academic performance</u> standards as other students.— <u>Students shall not be segregated into a separate school or program based on their status as homeless</u>, 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.

#### <del>(cf.</del>

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)

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. <u>0500</u> - Accountability<del>3250</del> - 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/CAChildWelfareCouncil.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) 12/15<del>Policy</del> HANFORD ELEMENTARY SCHOOL DISTRICT September 3, 2003

Adopted: Hanford, California

September 2005 Revised:

Policy HANFORD ELEMENTARY SCHOOL DISTRICT Adopted: September 3, 2003 Hanford, California Revised: September 2005

Revised:

### **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 <u>they</u>the children are living in conditions described in <u>items</u>  $\#(1_{-})$  above
- 5. Unaccompanied youth who are not in the physical custody of a parent or guardian

School of origin means the school that the <a href="https://homeless.google.goo

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 activities with other entities and agencies

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(cf. 1400 - Relations <u>Between between</u> Other Governmental Agencies and the Schools) (cf. 3553 - Free and Reduced-Price Meals) (cf. 5141.6 - <u>SchoolStudent</u> Health <u>and Social</u> 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)

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 <u>the</u> 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 <u>athe</u> 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. <u>3250 - Transportation Fees)</u> (cf. <u>3541 - Transportation Routes and Services)</u> 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)

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

#### HANFORD ELEMENTARY SCHOOL DISTRICT

#### **AGENDA REQUEST FORM**

io:	Dr. Paul Terry
from:	Liz Simas
date:	March 22, 2016
For:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li><li>☑ Information</li><li>☑ Action</li></ul>

Date you wish to have your item considered: 04/13/16

<u>ITEM</u>: Receive the following revised Administrative Regulation for information:

AR 6173.1 - Education for Foster Youth

<u>PURPOSE</u>: 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

<u>RECOMMENDATION</u> (if any): Review for Information and consider for adoption at the next regular Board meeting.

### **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)

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(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)

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(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)
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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

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
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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

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. <del>5149 - At Risk Students)</del>
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
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(cf. 6174 - Education for English Language Learners)
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(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)
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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

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
```

7. Collaborate with the county <u>office of education, county placing agency, county child</u> <u>welfare agency, county social services, probation department officers, juvenile court officers, and other appropriate agencies to help coordinate services for the district's foster youth</u>

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(cf. 1020 - Youth Services)
(cf. 5113.1 - Chronic Absence and Truancy)
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8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the <u>Governing Board of Trustees</u> based on indicators identified in the district's local control and accountability plan

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

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
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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

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(cf. 5111.1 - District Residency)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
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(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.

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(cf. 9320 - Meetings and Notices)
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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.

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(cf. 3540 - Transportation)
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(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**

<u>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)</u>

#### (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)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 24, 2013 Hanford, California revised: October 8, 2014

revised:

#### HANFORD ELEMENTARY SCHOOL DISTRICT

# **AGENDA REQUEST FORM**

ΓO:	Dr. Paul Terry
FROM:	Liz Simas
DATE:	March 22, 2016
For:	<ul><li>☒ Board Meeting</li><li>☐ Superintendent's Cabinet</li><li>☒ Information</li><li>☐ Action</li></ul>

Date you wish to have your item considered: 04/13/16

<u>ITEM</u>: Receive the following Administrative Regulation for information:

AR 5111.12 - Residency Based on Parent/Guardian Employment

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

FISCAL IMPACT (if any): None

<u>RECOMMENDATION</u> (if any): Review for Information and consider for deletion at the next regular Board meeting.



# **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 stubor 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 withindistrict 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/guardianis employed within the boundaries of another district, the Superintendent or designee maydisallow 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**

io:	Dr. Paul Terry
from:	Liz Simas
date:	March 22, 2016
For:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li><li>☑ Information</li><li>☑ Action</li></ul>

Date you wish to have your item considered: 04/13/16

<u>ITEM</u>: Receive the following new Board Policy and revised Administrative Regulation for information:

BP/AR 5111.1 - District Residency

<u>PURPOSE</u>: 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

<u>RECOMMENDATION</u> (if any): Review for Information and consider for adoption at the next regular Board meeting.



# 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 <u>parent/guardian residesparents/guardians reside</u> 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 <u>anthe district's</u> interdistrict attendance <u>option</u>, <u>such as an interdistrict attendance agreement</u>, "school district of choice" transfer, or <u>Open</u> Enrollment Act transfer. <u>program.</u> (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)

(ef. 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 In addition, 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)

<u>District</u> residency status may be granted to a student if at least one <u>of his/her parents/guardians</u> parent/guardian-is physically employed within district boundaries <u>for a minimum of 10 hours</u> 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 <u>receiptreceipts</u>
- 2. Rental property <u>contracteontracts</u>, lease, or –payment <u>receiptreceipts</u>
- 3. Utility service contract, statement, or payment receiptreceipts
- 4. Pay stub
- 5. Voter registration Registration
- 6. Correspondence from a government agency
- 76. Declaration of residency executed by the student's parent/guardian
- <u>87</u>. 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 <u>48852.7</u>, 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 <u>program Program requests</u> that the district use the substitute address designated by the Secretary of State, the Superintendent or designee <u>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 <u>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.</u> (Government Code 6206, 6207)</u>

(cf. 3580 - District Records)

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

revised:

#### HANFORD ELEMENTARY SCHOOL DISTRICT

## **AGENDA REQUEST FORM**

io:	Dr. Paul Terry
from:	Liz Simas
date:	March 22, 2016
For:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li><li>☑ Information</li><li>☑ Action</li></ul>

Date you wish to have your item considered: 04/13/16

<u>ITEM</u>: Receive the following revised Board Policy for information:

BP 5117 - Interdistrict attendance

<u>PURPOSE</u>: 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

<u>RECOMMENDATION</u> (if any): Review for Information and consider for adoption at the next regular Board meeting.

# **Hanford ESD**

# **Board Policy**

**Interdistrict Attendance** 

BP 5117 **Students** 

The <u>Governing</u> Board <u>of Trustees</u> 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 <a href="attendance">attendance</a> 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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 13, 2005 Hanford, California

revised: March 16, 2011 revised December 12, 2012

revised:

# HANFORD ELEMENTARY SCHOOL DISTRICT Human Resources Department AGENDA REQUEST FORM

TO:	Dr. Paul Terry
FROM:	Jaime Martinez
DATE:	April 4, 2016
FOR:	<ul><li>(X) Board Meeting</li><li>( ) Superintendent's Cabinet</li></ul>
	(X ) Information ( ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

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

**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 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:** Consider for adoption at next regular board meeting.

# **<u>All</u>** Certificated and Classified Personnel

BP 4154

#### **Health and Welfare Benefits**

4254 4354

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.

BP 4154 (b) 4254 4354

#### **Health and Welfare Benefits**

# **Confidentiality**

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

BP 4154 (c) 4254 4354

#### **Health and Welfare Benefits**

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 requirements

5000A Minimum essential coverage

6056 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 PUBLICATIONS

Health 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 PUBLICATIONS

Fact 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

**Policy** adopted: January 28, 2015 Hanford, California revised: , 2016

## **HEALTH AND WELFARE BENEFITS**

# **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-300gg95; 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

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(cf. 4117.4 Dismissal)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)
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- 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 11631166; 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

Hanford, California

# **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 HANFORD ELEMENTARY SCHOOL DISTRICT

# HANFORD ELEMENTARY SCHOOL DISTRICT Human Resources Department AGENDA REQUEST FORM

го:	Dr. Paul Terry
FROM:	Jaime Martinez
DATE:	April 4, 2016
FOR:	<ul><li>(X) Board Meeting</li><li>( ) Superintendent's Cabinet</li></ul>
	(X ) Information ( ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

ITEM: Receive the following Administrative Regulation for information.

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

• AR 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:** Consider for adoption at next regular board meeting.

# 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 coinsurance 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 copayment
  - 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 30<sup>th</sup> 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  $31^{st}$  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  $30^{th}$  of that year.

AR 4354(b)

# **HEALTH AND WELFARE BENEFITS** (continued)

All employees who <u>do</u> <u>not</u> 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. It the retiree opts to continue life insurance coverage, it will end at age 65.

AR 4354(d)

#### **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

AR 4354(e)

#### **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;

AR 4354(f)

Hanford, California

#### **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 HANFORD ELEMENTARY SCHOOL DISTRICT

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 PERSONNEL DEPARTMENT

#### **AGENDA REQUEST FORM**

FROM: Jaime Martinez

DATE: April 4, 2016

FOR: (X) Board Meeting

( ) Superintendent's Cabinet

(X) Information

() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

**ITEM:** Receive Hanford Elementary Teachers Association's (HETA's) Initial Proposal for a Successor Agreement between Hanford Elementary School District (HESD) and HETA.

**PURPOSE:** To meet the "sunshining" requirements for collective bargaining proposals prior to the commencement of negotiations.

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

FISCAL IMPACT: Unknown; proposals are subject to negotiation.

**RECOMMENDATION:** Receive proposals for information only.

#### **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 4<sup>th</sup> through 6<sup>th</sup> classrooms within each school at the end of the 2<sup>nd</sup> 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 2<sup>nd</sup> 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 PERSONNEL DEPARTMENT

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul	lerry

FROM: Jaime Martinez

DATE: April 4, 2016

FOR: (X) Board Meeting

( ) Superintendent's Cabinet

(X) Information( ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

**ITEM:** Receive the District's Initial Proposal for a Successor Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA).

**PURPOSE:** To meet the "sunshining" requirements for collective bargaining proposals prior to the commencement of negotiations.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

**RECOMMENDATION:** Receive proposal for information only.

# 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.

<u>2.b. Minimum Days Prior to Holidays and Last School Day</u>: on the days preceding <del>Labor Day in the 2013-14 school year and</del> Memorial Day <del>in the 2014-15 school year and thereafter</del>, 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 (65<sup>th</sup>) 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.

## AGENDA REQUEST FORM

TO: Board of Trustees			
FROM: Paul J. Terry, Ed. D.			
DATE: April 7, 2016			
FOR: Board Meeting Superintendent's Cabinet			
FOR: Information Action			
Date you wish to have your item considered: April 13, 2016			
ITEM: Election and appointment of Vice-President of the Board of Trustees			
<b>PURPOSE:</b> Board will take action to fill the vacancy of Vice-President of the Board o Trustees			
FISCAL IMPACT: None			
<b>RECOMMENDATIONS:</b> Take formal action to fill board officer vacancy			

### AGENDA REQUEST FORM

TO:	: Board of Trustees		
FROM:	: Paul J. Terry, Ed. D.		
DATE:	: April 7, 2016		
FOR:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li></ul>		
FOR:	<ul><li>☐ Information</li><li>☐ Action</li></ul>		
Date you wish	to have your item considered: April 13, 2016		
	Consider approval of process and timeline to make a provisional appointment to fill vacancy on the Board of Trustees		
	Board will consider approval of the process and timeline to fill the vacancy on the Board of Trustees with a provisional appointment. The Board must take action to appoint a provisional appointment to the Board by May 11, 2016. Board bylaws specify the process used to make a provisional appointment to the Board.		

FISCAL IMPACT: None

**RECOMMENDATIONS:** Approve process and timeline to commence selection of a provisional appointment to the Board of Trustees

#### **Agenda Request Form**

TO:

Dr. Paul J. Terry

FROM:

Gerry Mulligan GW

DATE:

April 4, 2016

FOR:

(X) Board Meeting

( ) Superintendent's Cabinet

FOR:

( ) Information

(X) Action

Date you wish to have your item considered: April 13, 2016

#### ITEM:

Consider CTL-SEE's proposal for approval to provide testing services for the John F. Kennedy Jr. High School Shade Structure Project.

#### **PURPOSE:**

CTL-SEE's to provide the District with material testing services for the John F. Kennedy Jr. High School Shade Structure Project.

#### **FISCAL IMPACT:**

The estimated fee for this agreement is \$1,870.00 and will be paid from Fund 4000– Special Reserve – Capital Outlay.

#### **RECOMMENDATION:**

Approve proposal with CTL-SEE's, Inc. for testing services for the John F. Kennedy Jr. High School Shade Structure Project.

#### Agenda Request Form

TO:

Dr. Paul J. Terry

FROM:

Gerry Mulligan GM

DATE:

April 4, 2016

FOR:

(X) Board Meeting

( ) Superintendent's Cabinet

FOR:

() Information

(X) Action

Date you wish to have your item considered: April 13, 2016

#### ITEM:

Consider award of bid for the exterior painting projects of Monroe and Richmond schools to JPB Design, Inc.

#### **PURPOSE:**

JPB Design, Inc. was low bid to paint the exteriors of Monroe & Richmond schools. Once the bid is awarded, we expect to start the project on June 6<sup>th</sup>. 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 \$136,400. The funding will come from the Deferred Maintenance Fund.

#### **RECOMMENDATION:**

Award bid as presented for the exterior painting projects of Monroe and Richmond Schools to JPB Design, Inc.

## AGENDA REQUEST FORM

TO:	Dr. Paul J. Terry		
FROM:	Joy Gabler		
DATE:	March 14, 2016		
FOR:	<ul><li>☑ Board Meeting</li><li>☑ Superintendent's Cabinet</li></ul>		
FOR:	☐ Information ☑ Action		
Date you wish to	o have y	your item considered: April 13, 2016	
ITEM:		Receive the following revised Board Policy and Administrative Regulation for approval:	
		■ BP 6190 – Evaluation of the Instructional Program	
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 IMPA	ACT:	None	
RECOMMEN	DATIO	NS: Approve.	

# **Hanford ESD**

# **Board Policy**

**Evaluation Of The Instructional Program** 

BP 6190

Instruction

<u>The The Board of Trustees Governing Board</u> recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 9000 - Role of the Board 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. –In addition, he/she shall evaluate and report data for each district school and for every numerically significant student subgroup of the student population, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators, and progress toward goals specified in the district's local control and accountability plan (LCAP).

(ct.

0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(ef. 0520 - Intervention for Underperforming Schools)

(ef. 0520.1 - High Priority Schools Grant Program)

(ef. 0520.4 - Quality Education Investment Schools)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

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

(cf. 6162.52 - High School Exit Examination)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

### Categorical Program Monitoring

Annual Monitoring of Consolidated Application Programs

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve.

The Superintendent or designee shall cooperate with the California Department of Education (CDE) in the categorical program monitoring process to ensure that district categorical programs comply with federal and state laws and regulations. The Superintendent or designee shall report to the Board regarding the results of this monitoring process.

As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I local educational agency plan, and/or other applicable district or school plans.

#### Federal Program Monitoring

To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

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

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3513.3 - Tobacco-Free Schools4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4131 - Staff Development)

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 5148 - Child Care and Development Programs)

(ef. 5148.1 - Child Care Services for Parenting Students)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

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

(cf. 6020 - Parent Involvement)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6173 - Education for Homeless Children)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Career Technical Education)

(cf. 6178.1 - Work Experience Education Based Learning)

(cf. 6200 - Adult Education)

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

(cf. On an ongoing basis, the Superintendent or designee shall conduct a district self-evaluation which may utilize tools developed by the district or the CDE to ensure compliance of district categorical programs with legal requirements.

**Evaluation of Consolidated Categorical Programs** 

The Superintendent or designee and the Board shall annually determine whether the district's categorical programs funded through the state's consolidated application are supportive of the core curriculum and are effective in meeting the needs of the students they are intended to serve. 5145.6 - Parental Notifications)

As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria shall include, but not necessarily be limited to, progress toward goals contained in the school's single plan for student achievement and progress of the total student population and each numerically significant subgroup toward growth targets on the statewide Academic Performance Index.

(ef. 0420 - School Plans/Site Councils)

Legal Reference:

**EDUCATION CODE** 

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52050-52059 Public Schools Accountability Act

54650-54659 Education Improvement Incentive Program

52052-52052.1 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

#### Management Resources:

**CSBA PUBLICATIONS** 

Maximizing School Board Leadership: Curriculum, 1996

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Ongoing Program Self-Evaluation Tools (OPSET)

Categorical FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Testing and Accountability: http://www.cde.ca.gov/ta Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:

http://www.acswasc.org

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 20, 2006 revised: September 19, 2007

revised:

# HANFORD ELEMENTARY SCHOOL DISTRICT Human Resources Department AGENDA REQUEST FORM

FROM: Jaime Martinez

DATE: April 4, 2016

FOR: (X) Board Meeting

( ) Superintendent's Cabinet

( ) Information (X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

ITEM: Consider adoption of the following revised Administrative Regulation.

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

• AR 4119.11 – Sexual Harassment (revised)

FISCAL IMPACT: None.

**RECOMMENDATION:** Adopt.

4319.11

**All Personnel**AR 4119.11(a)
4219.11

#### SEXUAL HARASSMENT

The Board of Trustees desires to provide district employees with a working environment that is free from sexual harassment. In order to achieve this end, the Board prohibits sexual harassment of district employees by anyone, in any manner.

The Board also prohibits retaliation of any kind against a district employee or other person who complains, testifies, or otherwise participates in the complaint process pursuant to Board policy and administrative regulations.

For the purposes of this policy, "district employees" shall include applicants for employment in the district.

#### **Definitions**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, <u>unwanted</u> requests for sexual favors, or other <u>unwanted</u> verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite <u>sexgender</u>, in the work or educational setting, when: (Education Code 212.5; Government Code 12940; 5 CCR 4916)

- 1. Submission to the conduct is made <u>explicitly or implicitly</u>, <u>either expressly or by implication</u>, a term or condition of the individual's employment.
- 2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
- 3. The conduct has the purpose or effect of <a href="having a negative impact upon-unreasonably interfering with">having a negative impact upon-unreasonably interfering with</a> the other-individual's work or has the purpose or effect of performance; creating an intimidating, hostile, or offensive work environment.

  Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit theor of adversely affecting the other individual's ability to participate in or benefit from an evaluation, advancement, assigned duties, or any other condition of education program or activity., employment or career development; and/or
- 4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district.

5.

AR 4119.11(b) 4219.11 4319.11

#### SEXUAL HARASSMENT

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker an employee, or a non-employee, in the work or educational setting include, but are not limited to:

- <u>1a.</u> Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
- <u>2</u>b. Unwelcome visual conduct such as drawings, pictures, graffiti, <u>or</u> gestures; <u>or</u> sexually explicit <u>emailse-mails</u>; displaying sexually suggestive objects
- <u>3</u>e. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements
- d. Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

#### **Training**

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

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(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4117.4 - Dismissal - Certificated Personnel)
(cf. 4118 - Suspension/Compulsory Leave - Certificated Personnel)
(cf. 4218 - Dismissal/Disciplinary Action - Classified Personnel)
(cf. 4318 - Disciplinary Action - Management, Supervisory, and Confidential Employees)
(cf. 5145.7 - Sexual Harassment)
```

#### **Training**

EveryBy January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted supervisory employees shall receive training within six months of their assumption of the newsupervisory position. (Government Code 12950.1)

AR 4119.11(c) 4219.11 4319.11

#### SEXUAL HARASSMENT

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's <u>sexual harassment</u> training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

- 1. <u>iInformation and practical guidance regarding the federal and state statutory laws</u> on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment.
- 2. The training shall also include pPractical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)
- 3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
- 4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
- 5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

#### **Notifications**

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

- 1. Be displayed in a prominent location in the main administrative building, <u>district office</u>, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
- 2. Be provided to every district employee each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired

AR 4119.11(d) 4219.11 4319.11

#### **SEXUAL HARASSMENT**

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

- 1a. The illegality of sexual harassment
- 2b. The definition of sexual harassment under applicable state and federal law
- <u>3e</u>. A description of sexual harassment, with examples
- 4d. The district's complaint process available to the employee
- <u>5e</u>. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
- 6f. Directions on how to contact DFEH and the EEOC
- 7g. The protection against retaliation provided by 2 CCR 110217287.8 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and the EEOC.

<u>In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment.</u> (Government Code 12950)

Regulation

#### HANFORD ELEMENTARY SCHOOL DISTRICT

Approved: May 5, 1993

Hanford, California

# HANFORD ELEMENTARY SCHOOL DISTRICT Human Resources Department AGENDA REQUEST FORM

10.	21.1 401 10117
FROM:	Jaime Martinez
DATE:	April 4, 2016

Dr Paul Terry

TO.

FOR: (X) Board Meeting

( ) Superintendent's Cabinet

( ) Information (X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

ITEM: Consider adoption of the following revised Administrative Regulation.

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

• AR 4161.11 – Industrial Accident/Illness Leave (revised)

FISCAL IMPACT: None.

**RECOMMENDATION:** Adopt.

All Personnel AR 4161.11(a) 4261.11 4361.11

#### INDUSTRIAL ACCIDENT/ILLNESS LEAVE

An eligible employee shall be entitled to a leave of absence for an industrial accident or illness arising in the course of his/her assigned duties. (Education Code 44984, 45192)

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(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4161/4261/4361 - Leaves)
```

For such leave, the employee shall be granted no more than 60 working days in any one fiscal year for the same industrial accident or illness.

To be eligible for industrial accident or illness leave, a classified employee shall have reached permanency in the district as defined in the Collective Bargaining Agreement.

Allowable industrial accident or illness leave shall not be accumulated from year to year. (Education Code 44984, 45192)

When an employee is absent from his/her duties because of an industrial accident or illness: (Education Code 44043, 44044, 44984, 45192)

- 1. The leave shall start on the first day of absence.
- 2. During the period of absence, the employee shall be paid such portion of his/her wage or salary that, when added to the award granted under state workers' compensation laws, will not exceed his/her normal wage or salary.
- 3. The leave shall be reduced by one day for each day of authorized absence, regardless of an award granted under workers' compensation laws.
- 4. When the leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury.

During any paid leave of absence, the workers' compensation administrator shall send the district any workers' compensation checks received on account of an industrial accident or illness. The Superintendent or designee shall then issue payment of the employee's normal wage or salary less any appropriate deductions, including, but not limited to, employee retirement contributions. (Education Code 44043)

Any employee receiving benefits under this leave shall, during periods of injury or illness, remain within California unless the Governing Board authorizes travel outside the state. (Education Code 44984, 45192)

AR 4161.11(b) 4261.11 4361.11

#### INDUSTRIAL ACCIDENT/ILLNESS LEAVE

Absence for industrial accident or illness shall not be considered a break in service of the employee. An employee using such leave shall retain all status and benefits to which he/she would otherwise be entitled.

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(cf. 4116 - Probationary/Permanent Status)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 4216 - Probationary/Permanent Status)
```

When available industrial accident or illness leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request any additional paid or unpaid leave available to the employee. (Education Code 45192)

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

Upon expiration of allowable leave for an industrial accident or illness, the employee may use personal illness and injury leave provided pursuant to Education Code 44977, 44978, 44983, or 45191, as applicable, provided that such leave, when added to any continuing workers' compensation award, does not result in a payment to the employee of more than his/her full wage or salary. (Education Code 44984, 45192)

```
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
```

If a certificated employee is unable to resume the duties of his/her position after exhausting all accumulated sick leave, including the consecutive five-month period provided by Education Code 44977, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 24 months if he/she is a probationary employee or 39 months if he/she is a permanent employee. If the employee becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

If a classified employee has exhausted all available leaves of absence, paid or unpaid, and is not medically able to resume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. If he/she becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be employed in a vacant position in the class of his/her previous assignment over all other candidates except those on a reemployment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with seniority regulations. If the employee is medically released to return to duty but fails to accept an appropriate assignment, he/she shall be dismissed. (Education Code 45192)

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(cf. 4217.3 - Layoff/Rehire)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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AR 4161.11(c) 4261.11 4361.11

#### INDUSTRIAL ACCIDENT/ILLNESS LEAVE

#### Legal Reference:

#### EDUCATION CODE

44043 Temporary disability

44044 Temporary disability checks; waiver of endorsement to district

44977 Salary deductions during absence from duties

44978 Provisions for certificated employee sick leave

44978.1 Inability of certificated employee to return to duty; placement in another position or on reemployment list

44983 Exception to sick leave

44984 Industrial accident and illness leave, certificated employees

45191 Personal illness and injury leave, classified employees

45192 Industrial accident and illness leave, classified employees

LABOR CODE

3200-6002 Workers' compensation

#### Management Resources:

#### **WEB SITES**

Department of Industrial Relations: http://www.dir.ca.gov

Regulation

approved: 02/12/14 revised: \_\_/\_\_/16

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/2016		
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider adoption of the following revised Administrative Regulation:

AR 3512 - Equipment

**PURPOSE:** Regulation updated to define "equipment," provide that district equipment shall be used primarily for educational purposes or other district operations. Regulation also adds material related to equipment inventories, the sale or disposal of equipment, and the purchase of equipment with federal funds.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Adopt the following Administrative Regulation:

AR 3512 - Equipment

# **Hanford ESD**

# **Administrative Regulation**

**Equipment** 

AR 3512

**Business and Noninstructional Operations** 

<u>District equipment shall be used primarily for educational purposes Employees</u> and <u>for to conduct students shall use</u> district <u>business equipment only for school-related tasks</u>. The Superintendent or designee shall ensure that all employees, <u>students</u>, and <u>other users</u> understand <u>the appropriate</u> use of district equipment <u>is prohibited</u> and that <u>any misusea violation</u> may be cause for disciplinary action <u>or loss of user privilege</u>.

(cf. 0440 - District Technology Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3540 - Transportation)

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

(cf. 4040 - Employee Use of Technology)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 5142 - Safety)

(cf. 5144 - Discipline)

(cf. 6000 - Concepts and Roles)

(cf. 6163.4 - Student Use of Technology)

The district shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.

(cf. 6000 - Concepts and Roles)

(cf. 6171 - Title I Programs)

<u>School</u>When school equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district <u>operations</u>.

(cf. 1230 - School-Connected Organizations)

(cf. 1330 - Use of School Facilities)

<u>The</u> Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any

equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 34 CFR 80.32, as applicable.

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

Equipment Acquired withby Federal Funds

The Superintendent or designee shall obtain prior written approval from the California

Department of Education or other awarding agency before purchasing equipment with federal funds.

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (34 CFR 80.32)

(cf. 3530 - Risk Management/Insurance) (cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (34 CFR 80.32)

Each principal or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)

1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.

2. Adequate maintenance procedures shall be developed to keep the property in good condition.

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

#### Legal Reference:-

**EDUCATION CODE-**

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards Board of Trustees

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

**UNITED STATES CODE, TITLE 20** 

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 16, 2001 Hanford, California

Revised: :

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/2016		
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

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

BP/AR 3270 - Sale and Disposal of Books, Equipment And Supplies

**PURPOSE:** Policy updated to add Board roles in determining whether the value of the property is sufficient to warrant a sale and in approving the terms and conditions of the sale. Policy also reflects NEW LAW (SB 971, 2014) which eliminates the mandate to adopt rules for the identification of obsolete instructional materials. Policy provides optional criteria for such identification and clarifies the circumstances under which the sale or donation of obsolete or unusable instructional materials may be appropriate. Reorganized regulation reflects the repeal by SB 971 of requirements related to the use of the proceeds from the sale of instructional materials and adds section on "Equipment/Supplies Acquired with Federal Funds." Section on "Replacement of School Buses" deleted since NEW LAW (SB 78, 2015) repealed the conditions for the sale of school buses by districts receiving a state apportionment to replace the buses.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Adopt the following Board Policy and Administrative Regulation: BP/AR 3270 - Sale and Disposal of Books, Equipment And Supplies

# **Hanford ESD**

## **Board Policy**

Sale And Disposal Of Books, Equipment And Supplies

BP 3270

**Business and Noninstructional Operations** 

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned books, equipment and supplies become personal property unusable, obsolete, or no longer needed, the Superintendent or designee Board shall identify these items to the Board of Trustees, together with their determine the estimated value and a recommendation that they of the property and shall decide whether the property will be donated, sold, or otherwise disposed of by one of the methods as prescribed in by law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable when by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

- 1.—\_\_\_Contain information rendered inaccurate or incomplete by new <u>discoveriesresearch</u> or technologies
- 2. Have been replaced by more recent versions or editions of the same material and are of noforeseeable value in other instructional areas
- 3.—2. Contain demeaning, stereotyping, or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or any group of persons with physical or mental disabilities protected against discrimination by law or Board policy
- 4. Have been inspected and discovered to be 3. Are damaged beyond use or repair

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

The Superintendent or designee shall establish procedures to be used when selling whenever the district sells equipment for which the or supplies originally acquired under a federal government has a right to receive all or part of the proceeds. These grant or subgrant. Such procedures shall be designed to ensure a reasonable amount of competition so as to result in the highest possible revenue.return. (34 CFR 80.32)

(cf. 3440 - Inventories)

#### Legal Reference:

**EDUCATION CODE** 

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

35168 Inventory, including record of time and mode of disposal

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds

60530 MethodsSale, donation, or disposal of destruction instructional materials

**GOVERNMENT CODE** 

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

484<u>549</u> Surplus property— CODE OF FEDERAL REGULATIONS, TITLE 34 80.32<u>-80.33</u> Equipment <u>and supplies</u> acquired under a grant or subgrant

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 16, 2001 Hanford, California

Revised:

# **Hanford ESD**

# **Administrative Regulation**

Sale And Disposal Of Books, Equipment And Supplies

AR 3270

**Business and Noninstructional Operations** 

#### **Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: The \_\_(Education Code 60510)

- 1. Another district, county free library, or other state institution
- 2. A United States public agency or institution
- 3. A nonprofit charitable organization
- 4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be

distributed as specified above may be disposed of by either of the following: (Education Code 60530)

- 1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
- 2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations) (cf. 3511.1 - Integrated Waste Management)

#### Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise of Trustees may dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

#### Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through belonging to the district by any of the following methods:

<u>1</u>If the Board members attending a meeting unanimously agree that the property is worth nomore than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)

2. The <u>Superintendent or designee Board</u> may advertise for bids <u>by posting a notice and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)</u>

Notice for bids shall be posted in at least three public places in the district for at least two
weeks, or by publishing a noticepublished at least once a week for at least two weeks in a
newspaper having a general circulation in the district and, if possible, publishingpublished within
the district. The district shall sell the property to the highest responsible bidder or shall reject all
bids. (Education Code 17545, 17548)

——Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

#### (cf. 3311 - Bids)

- 23. The Board may authorize the sale of the property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)
- 3. The district may sell the property without 4. Without advertising for bids under any of the following conditions:
- a. The , the Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

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

- <u>b.</u> The district sellsmay sell the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and(40 USC 484(j)(3)). In such cases, the sale price equals shall equal the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
- c. The district sells or leases 5. Without advertising for bids, the Board may sell or lease the property to agencies of the federal, state, or local government or to any other school district and. In such cases, the price and terms of the sale or lease are shall be fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)
- 6. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus <u>personal</u> property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

#### (cf. 3100 - Budget)

(6/96 11/09) 10/15 Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any Board of Trustees, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes. (Education Code 60510)

Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

- 1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price
- 2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice

(cf. 9323.2 - Actions by the Board)

#### School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)

- 1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
- 2. The bus being replaced by the other district is older than the bus that is being sold by this district.
- 3. The bus being replaced by the other district is not sold to a third school district.
- 4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
- 5. The proceeds from the sale of the bus shall be used by this district for home to school-

# transportation purposes.

6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: January 15, 1997 Hanford, California

reviewedRevised: May 16, 2001

Revised:

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/	2016	
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider adoption of the following revised Exhibit:

E 3553-Free and Reduced Price Meals

**PURPOSE:** The United States Department of Agriculture (USDA) requires that school districts ensure sufficient funds are being provided by meals served to students that are not eligible for free or reduced meals. As such, the USDA requires districts that charge less than \$2.78 per paid student meal to increase the paid lunch price or provide non-federal support to the food service account. Since the District currently charges \$1.35 per a paid student lunch, at a minimum the district would need to increase the cost to \$1.40 per a paid student meal to comply with the guidance. Additionally, the District is recommending a similar increase to the paid adult lunch (without milk) from \$2.40 to \$2.50.

**FISCAL IMPACT:** The increase in paid lunches should generate approximately \$6,000 in additional revenue next fiscal year.

**RECOMMENDATIONS:** Adopt the following Exhibit:

E3553-Free and Reduced Price Meals

# **Exhibit**

#### Free And Reduced Price Meals

#### E 3553

#### **Business and Noninstructional Operations**

#### CAFETERIA PRICES LIST

#### **CAFETERIA PRICES**

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

Lunch Program (Effective July 1, 20152016)

Student Lunch \$1.35 \[ \frac{\$1.40}{} \]

Reduced Price Lunch \$0.00 Student Milk Only \$0.30

Adult Lunch without Milk \$2.40 \$2.50

Adult Milk Only \$0.30

Breakfast Program (Effective February 1, 2015)

Student Breakfast \$0.60 Reduced Price Breakfast \$0.00 Adult Breakfast \$1.10

#### ExhibitHANFORD ELEMENTARY SCHOOL DISTRICT

version: June 15, 2011 Hanford, California

revised: April 10, 2013 revised: March 17, 2014 revised: January 14, 2015

revised:

#### AGENDA REQUEST FORM

TO: FROM: DATE:	Dr. Paul Terry David Goldsmith April 5, 2016
For:	<ul><li>☑ Board Meeting</li><li>☐ Superintendent's Cabinet</li></ul>
For:	☐Information ☐ Action

Date you wish to have your item considered: April 13, 2016

ITEM: E-Rate Form 471 Application for Year 2016 - Firewall

<u>PURPOSE</u>: Hanford Elementary School District's Information Systems office has filed an application for Year 2016 Federal E-Rate funding discounts for the acquisition of a Next-Generation Firewall internet security system. After review of the qualifying proposals, the solution proposed by CDWG and Fortinet was determined to be the best fit for HESD's growing environment.

HESD wishes to use the federal E-Rate funding mechanism to request funding that would amount to an 85% (62% after cost-allocations) discount off the total cost of the proposal.

FISCAL IMPACT: Approx. \$27,000 after E-Rate funding discounts.

RECOMMENDATION: Approve vendor selection and filing of funding request.

# **Human Resources Department**

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul Terry		
FROM:	Jaime Martinez		
DATE:	April 4, 2016		
RE:	<ul><li>(X ) Board Meeting</li><li>( ) Superintendent's Cabinet</li></ul>		
	( ) Information (X ) Action		

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: April 13, 2016

**ITEM:** Consider approval of personnel transactions and related matters.

#### **PURPOSE:**

# a. Employment

#### 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

## Temporary Employees/Substitutes/Yard Supervisors (cont.)

- 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

# 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

# b. Resignations (cont.)

- 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

#### c. Retirements

- 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

# d. Release from Temporary Employment

• Torreya Edwards, Temporary Teacher, Lincoln, effective 6/3/16

#### 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

## f. Temporary Out of Class Assignment/More 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

# 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

#### 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

# i. Salary/Wage Schedules for 2016-2017

- 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)

# j. Volunteers

Name School 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 Simas Maria Ruiz

Manuela LermaWashingtonRaquel RamirezWashingtonMirsha VargasWashingtonRichard ThompsonMonroe/Wilson

Sylvia Seaver Richmond/Jefferson

**RECOMMENDATION:** Approve.

# 2016-2017 CREDENTIALED TEACHER SALARY SCHEDULE "A" (Interim)

186 187 Work Days

STEP	COLUMN			
	I	11	III	IV
	ВА	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential <sup>1</sup>	+ Credential <sup>1</sup>	Credential 1	Credential 1
1	47,473	49,372	51,347	53,401
2	49,372	51,347	53,401	55,537
3	51,347	53,401	55,537	57,758
4	53,401	55,537	57,758	60,068
5	55,537	57,758	60,068	62,471
6	57,758	60,068	62,471	64,970
7	60,068	62,471	64,970	67,569
8	62,471	64,970	67,569	70,272
9	64,970	67,569	70,272	73,083
10		70,272	73,083	76,006
11		73,083	76,006	79,046
12			79,046	82,208
L - 15	Requires 15 years of service <sup>2</sup>		82,208	85,496
L - 20	Requires 20 years of service <sup>2</sup>		85,496	88,916
L - 25	Requires 25 years of service <sup>2</sup>		88,916	92,473

<sup>&</sup>lt;sup>1</sup> Preliminary or <u>Clear/Professional Clear</u> teaching or service credential authorizing service at the elementary (K-8) level.

#### **INITIAL STEP PLACEMENT**

New teachers will be given step placement credit on a year-for-year basis for previous full-time teaching experience up to Step 12.

#### STEP ADVANCEMENT

A one-step advancement on the Salary Schedule shall be granted for each school year in the District if the teacher was in paid status for 75% or more of the student days the previous work year.

One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract (i.e., two (2) certificated employees sharing one (1) job) or 1/2 time teacher.

#### **STIPENDS**

Jefferson Charter Academy Spanish Bilingual Teacher with BCLAD certification in Spanish	\$2,000 per year	Instructional/ Induction Coach	\$4,000 per year
Jefferson Charter Academy Spanish Bilingual Teacher without BCLAD certification in Spanish	\$1,200 per year	Masters	\$1,200 per year
Special Day Class Teacher	\$2,500 per year	Doctorate	\$1,014 per year
Resource Specialist Program Teacher	\$1,200 per year	Combination Class	\$1,500 per year
Community Day School Program Teacher	\$3,500 per year	Split Assignt. 2 schools	\$ 825 per year

#### AVERAGE HOURLY RATE OF PAY (Article 20) = \$45.90

Adopted: \_\_/\_\_/16 Effective: 07/01/16

<sup>&</sup>lt;sup>2</sup> "Years of service" for purpose of longevity steps means certificated service in the Hanford Elementary School District for at least 75% of the student days of each year, including paid leave days.

# 2016-2017 Non-Credentialed Teacher and Intern Salary Schedule "B" (Interim)

(for Teachers Hired On or After November 1, 2000)

186 187 Days

STEP	COLUMN	
	B – 1	B – II
	B.A.	B.A. +15
1	<del>44,226</del>	<del>45,111</del>
	<u>44,447</u>	<u>45,337</u>
2	<del>45,111</del>	<del>46,012</del>
	<u>45,337</u>	<u>46,242</u>

#### **INITIAL STEP PLACEMENT**

Teachers with one year of full-time teaching experience will be placed at Step 2 of the appropriate column.

#### STEP ADVANCEMENT

Teachers initially placed on Step 1 shall advance to Step 2 if the teacher was in paid status for 75% of the student days during the previous work year.

#### ADVANCEMENT TO CREDENTIALED TEACHER SALARY SCHEDULE

Non-credentialed teachers shall advance to the appropriate Column and Step on the Credentialed Teacher Salary Schedule in accordance with the following schedule:

- (1) Effective at the beginning of the school year if verification of eligibility and application for a regular K-8 teaching credential has been submitted to the Human Resources Department on or before September 12 of that year; or
- (2) Effective February 1 if verification of eligibility and application for a regular K-8 teaching credential has been submitted by the 10<sup>th</sup> of that month to the Human Resources Department.

#### **STIPENDS**

Jefferson Charter Academy Teacher with	\$2,000 per year	Instructional/Induction	\$4,000 per year
BCLAD certification in Spanish		Coach	
Jefferson Charter Academy Teacher	\$1,200 per year	Split Assignment 2	\$825 per year
without BCLAD certification in Spanish		schools	
Special Day Class Teacher	\$2,500 per year	Combination Class	\$1,500 per year
Resource Specialist Program Teacher	\$1,200 per year	Doctorate	\$1,014 per year
Community Day School Program Teacher	\$3,500 per year	Masters	\$1,200 per year

#### AVERAGE HOURLY RATE OF PAY (Article 20) = \$45.90

Adopted: \_\_/\_\_/16 Effective: 07/01/16

# **2016-2017** School Nurse Salary Schedule "C" (Interim)

186 187 Days

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<del>80, 806</del>	84,038	<del>87,399</del>	90,895	94,531
81,210	84,458	<u>87,836</u>	91,349	<u>95,004</u>

Adopted: \_\_/\_\_/16
Effective: 07/01/16

# 2016-2017 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE\*

(Interim) Effective July 1, 2016

Range	Position	Hourly Rate**
1S		\$11.07
2S		11.63
3S	Clerk Trainee	12.21
4S		12.82
5S	Clerk Typist I Food Service Worker I Instructional Aide	13.46
68	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	14.14
<b>7</b> S	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	14.84
8\$	Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	15.59
98	Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	16.36
10S	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician Secretary	17.18

Range	Position	Hourly Rate**
11S	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian	18.04
12S	Account Technician I Warehouse/Reprographics and Mail Technician	18.94
13S	Head Custodian Maintenance Worker II Mechanic I Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	19.89
14S	Administrative Secretary I	20.88
15S	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician-I Database Specialist I	21.93
16S	Account Technician III Community Day School Specialist Educational Interpreter Student Specialist	23.02
178	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	24.17
18S	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	25.39
19S		26.65
20S		27.98

<sup>\*</sup>Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Health Care Assistant, Bilingual Health Care Assistant, Educational Interpreter, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

Adopted: \_\_/\_\_/16

<sup>\*\*93.5%</sup> of CSEA Schedule, Step 1

# AGENDA REQUEST FORM

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/	2016	
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider approval of contracts for two consultants engaged to assist Human Resources recruitment activities in the amount of \$500 each.

**PURPOSE:** The consultant contracts of \$500 each are to assist in the recruitment and paper screening of potential candidates for the Superintendent position as authorized by the Governing Board on March 9, 2016.

**FISCAL IMPACT:** An increase to the Human Resources budget of \$1,000 will result.

**RECOMMENDATIONS:** Approve the contracts.

# CONSULTANT CONTRACT

This contract is entered into on · Mars	4 /8 ,20 _/6	, between the Han	ford Elementary
School District and	One a	(Consultant).	
Consultant agrees to perform the following  Human Resources consult			
The Consultant, and the agents and employed in an independent capacity and not as office District.			
Consultant agrees to indemnify, defend and agents and employees from any and all clair performance of this agreement, and from an or corporation who may be injured or dama	ms and losses accruing ny and all claims and lo ged by the Consultant i	or resulting in connectionses accruing or resulting in the performance of the	on with the g to any person, firm is agreement.
The Hanford Elementary School District ag	rees to pay	ale Dres	
the sum of Five Hindred  Consultant Signature	Doll	ars (\$ <u>500 %</u>	_ ) for such services.
Consultant Signature	Consulta	nt Name	
2855 FAIRMONT DP. Consultant's Address	HANE	orn 19	93230
Consultant's Address	City	State	Zip Code
		-	
	Principal/Department	5	
Budget Account Number:			
Board Approved:	_		
Original Copy: Fiscal Services One Copy: Consultant One Copy: School/Department  ADM-009 Revised 12/2007	DISTRICT US SUBJECT TO	SE: MONTOYA SCHOOL S YES / NO (CIRCLE ONE)	AFETY ACT?

# CONSULTANT CONTRACT

This contract is	s entered into	on Mere	,20		between the Hanf	ord Elementary
School District	t and	Diese	William	· J	_ (Consultant).	
Consultant agr	ees to perfor	m the following s	services for the	Hanford Elem	nentary School Di	strict:
The Consultan in an independ District.	t, and the age ent capacity	ents and employe and not as office	ees of the Cons rs or employee	ultant, in the possible of t	erformance of this he Hanford Elem	s agreement shall act entary School
agents and emperformance or or corporation	ployees from f this agreem who may be	any and all clair ent, and from an injured or damas	ns and losses a y and all claim ged by the Con	ccruing or resu s and losses ac sultant in the p	alting in connection cruing or resulting or resulting the confermance of this	g to any person, firm
The Hanford E	Elementary S	chool District agr	rees to pay	Diene	Williams	) C 1 '
					500 <u>%</u>	_ ) for such services.
0 V	Wlling	June .		Diane	Williams	
Consultant Signat	ture			Consultant Name	<del>,</del>	00750
726 E			<u> </u>	esno City	State State	93710 Zip Code
Consultant's Add	ress			City	State	Zip code
			Principal/De	partment Head	l Signature	
			1	19.4	1	
			Other Autho	rizing Signatu	re /	
Budget Accoun	nt Number:					
Board Approve	ed:				•	
Original Copy: One Copy: One Copy:	Fiscal Servi Consultant School/Dep				OYA SCHOOL S	AFETY ACT?
ADM-009 Revised 12/2007		•	(CIRCLE ONE)			

#### **AGENDA REQUEST FORM**

TO:	Dr. Pa	ul J. Terry			
FROM:	David Endo				
DATE:	04/04/	2016			
FOR:		Board Meeting Superintendent's Cabinet			
FOR:		Information Action			

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider renewal of lease agreements with Mobile Modular Management Corporation for four portable classrooms and one portable restroom facility.

**PURPOSE:** The District would like to renew its lease of four portable classrooms that are at Martin Luther King Elementary School and one portable restroom facility at Jefferson Charter School.

**FISCAL IMPACT:** The proposed annual cost is \$22,800 for the portable classrooms and \$13,236 for the portable restroom and will be funded with developer fees.

**RECOMMENDATIONS:** Approve the renewal of the lease agreements.



### **Mobile Modular Management Corporation**

5700 Las Positas Road, Livermore, CA 94551 Ph (925) 606-9000 Fax (925) 453-3201

www.MobileModularRents.com

**Contract Addendum** 

Date: 2/11/2016

**Customer: Hanford ESD** 

Billing Address: PO Box 1067

City/State/Zip: Hanford ,Ca 93232-1067

Project Name: Hanford ESD- Martin Luther King Elementary

Site Address: 820 Hume Ave

City/State/Zip: Hanford

Ca 93230-2827

This will serve as an addendum to the contract agreement entered into between (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

Hanford ESD

Phone: \*\*

Fax: \*\* E-mail: \*\*

Attn: Gerry Mulligan

ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.

Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.

Renewal Information

Contract	Original	Original Start	Building		Addendum	Addendum		Rental
No.	Term	Rent Date	ID.	Item Description	Start Date	Stop Date	Term	Rate
500021	60	7/1/2002	30768	Classroom 24x40 DSA	3/1/2016	2/19/2018	24	\$475.00
500022	60	7/1/2002	30769	Classroom 24x40 DSA	3/1/2016	2/19/2018	24	\$475.00
500024	60	7/1/2002	30771	Classroom 24x40 DSA	3/1/2016	2/19/2018	24	\$475.00
50030	60	7/1/2002	30751	Classroom 24x40 DSA	3/1/2016	2/19/2018	24	\$475.00

- . Rental rates do not include any applicable taxes or Personal Property Expense (PPE).
- . Return delivery and preparing equipment for return will be quoted at time of return.
- . This contract agreement defines a month as 30 calendar days. Bill Frequency for this contract is Monthly

#### **Additional Contract Addendum Notes:**

Mobile Modular Management Corporation	Hanford ESD
Printed Name	Printed Name
Title	Title
Signature	Signature
Date	Date

Please call (925) 606-9000 with any questions or comments and ask for Thank you for contacting Mobile Modular.

Joleen Ironside

<sup>\*\*</sup>Note: Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.



#### **Mobile Modular Management Corporation**

5700 Las Positas Road, Livermore, CA 94551 Ph (925) 606-9000 Fax (925) 453-3201

www.MobileModularRents.com

Contract Addendum

Date: 2/11/2016

**Customer: Hanford ESD** Billing Address: PO Box 1067

City/State/Zip: Hanford ,Ca 93232-1067

Project Name: Hanford ESD Site Address: 511 West Malone

City/State/Zip: Hanford

Ca 93230-2827

This will serve as an addendum to the contract agreement entered into between (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

**Hanford ESD** 

Phone: \*\* Fax: \*\*

E-mail: \*\*

Attn: Gerry Mulligan

ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.

Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.

Renewal Information

Contract No.	Original Term	Original Start Rent Date	Building ID	Item Description	Addendum	Addendum Stop Date	Art and the control of the control o	Rental Rate
210014841	1	7/7/2014		Restroom, 12x40 DSA	3/1/2016	2/19/2018	24	\$1,103.00

- . Rental rates do not include any applicable taxes or Personal Property Expense (PPE).
- . Return delivery and preparing equipment for return will be quoted at time of return.
- . This contract agreement defines a month as 30 calendar days. Bill Frequency for this contract is Monthly

#### Additional Contract Addendum Notes:

Mobile Modular Management Corporation	Hanford ESD
Printed Name	Printed Name
Title	Title
Signature	Signature
Date	Date

Please call (925) 606-9000 with any questions or comments and ask for Thank you for contacting Mobile Modular.

Joleen Ironside

\*\*Note: Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.

#### **AGENDA REQUEST FORM**

TO:	Dr. Pa	ul J. Terry			
FROM:	David Endo				
DATE:	04/04/	2016			
FOR:		Board Meeting Superintendent's Cabinet			
FOR:		Information Action			

Date you wish to have your item considered: 04/13/2016

**ITEM:** PUBLIC HEARING - Consider adoption of Resolution 12-16, which adopts the Development Fee Justification Study and increases the Level 1 fee.

**PURPOSE:** On February 24, 2016, the State Allocation Board (SAB) approved a corrected inflationary increase applicable to "Level 1" developer fees. Based on application of the Marshall & Swift Eight California Cities Index for construction costs, SAB adjusted the Level 1 fee to \$3.48 per square foot for residential development and \$.56 for commercial development. Hanford Elementary School District receives 60% of the fee with Hanford Joint Union High School District receiving 40%.

Enclosed for your information and review is a copy of the joint Developer Fee Justification Study for the Hanford Joint Union High School District, Armona Union School District and Hanford Elementary School District. This report justifies an increase to the Level 1 devleoper fees to statutory maximums and the resolution increases the developer fees.

**FISCAL IMPACT:** The increase in developer fees should generate approximately \$10,000 in additional revenue next fiscal year.

**RECOMMENDATIONS:** Adopt Resolution 12-16, which adopts the Development Fee Justification Study and increases the developer fee.

# BEFORE THE GOVERNING BOARD OF THE HANFORD ELEMENTARY SCHOOL DISTRICT COUNTY OF KINGS, CALIFORNIA

IN THE MATTER OF THE ADOPTION OF THE	)	
DEVELOPMENT FEE JUSTIFICATION STUDY	)	RESOLUTION No. 12-16
INCREASE IN LEVEL ONE DEVELOPMENT FEE	(S)	

WHEREAS, Education Code section 17620 authorizes school districts to impose certain fees to finance the construction and reconstruction of school facilities; and

WHEREAS, pursuant to Government Code section 65995 and an existing agreement with the Hanford Elementary School District and the Hanford Joint Union High School District; the Hanford Elementary School District's ("the District") Level One development fees are currently \$3.36 per square foot of assessable residential construction, and \$0.54 per square foot for chargeable covered and enclosed new commercial and industrial construction; and

WHEREAS, pursuant to the authority of Government Code section 65995, the State Allocation Board previously increased the allowable Level One fees on residential development to \$3.48 per square foot of assessable residential construction. The State Allocation Board has also raised the allowable commercial and industrial fee to \$0.56 per square foot of chargeable covered and enclosed new commercial and industrial construction as defined by Government Code section 65995.

NOW THEREFORE BE IT RESOLVED, that the Board makes the following findings:

- 1. The purpose of the District's development fees is to provide adequate school facilities for the students of the District who will be generated by residential and new commercial and industrial development in the District.
- 2. The fees are to be used to finance the construction and reconstruction of school facilities, temporary housing, administrative or legal expenses related to the District's developer fee program, and other purposes consistent with law. The facilities to be constructed are identified in the report entitled *Development Fee Justification Study* presented to the Governing Board at its regular meeting of April 13, 2016.
- 3. There is a reasonable relationship between the need for school facilities and the type of development on which the fees are imposed because residential and commercial and industrial development generates additional students that cannot be housed without additional facilities.
- 4. There is a reasonable relationship between the use of the fees and the types of development projects on which the fees are imposed in that residential, commercial and industrial development will generate students for the District, these students cannot be housed by the District without additional facilities, and the fees will be used to fund these facilities.
- 5. There is a reasonable relationship between the amount of the fees and the cost of the facilities attributable to the developments on which the fee is imposed in that the square footage

of these types of developments has a direct relationship to the number of students generated, and thus to the facilities which the District must add to accommodate these students.

BE IT RESOLVED that the Hanford Elementary School District conducted a noticed public hearing at a regular meeting of its Governing Board on April 13, 2016, at which time information on the District's facility needs and future growth was presented to this Board in the report entitled *Development Fee Justification Study* which is hereby approved and adopted by the Board, and which justifies fees in excess of the allowable limits.

BE IT FURTHER RESOLVED that since the District's justifiable fee is greater than the maximum allowable, the Level I fee on the assessable residential construction shall be increased to \$3.48 per square foot, and that its fee on chargeable covered and enclosed new commercial and industrial construction shall be increased to \$0.56 per square foot to be split per existing agreement with Hanford Elementary School District and Hanford Joint Union High School District as provided by Education Code sections 17620 et seq., and Government Code section 65995, et seq.; and

BE IT FURTHER RESOLVED that the increase in fees shall take effect July 1, 2016 and BE IT FURTHER RESOLVED that, except as expressly provided by applicable law, nothing herein shall be interpreted to prevent the District from taking any other action including, but not limited to, accepting dedications of land, establishing community facilities districts pursuant to the Mello-Roos Community Facilities Act of 1982, Government Code sections 53311, et seq., entering into agreements for additional mitigation beyond statutory developer fees, seeking voter approval of tax exempt bonds or pursuing any other mitigation measure which the Governing Board determines to be necessary to obtain and provide school facilities which meet the needs of the District, its students, and the community; and

BE IT FURTHER RESOLVED that the District has established a separate fund in which all fees collected pursuant to this Resolution, along with any interest income earned therein, shall be deposited in order to avoid any commingling of the fees with other revenues and funds of the District, except for temporary investments, and that the District is hereby further authorized to make expenditures or to incur obligations solely for the purposes for which the fees are collected, which the Governing Board hereby designates to be those purposes permitted by any applicable law; and

BE IT FURTHER RESOLVED that the District will review the above-mentioned facilities fee fund every fiscal year; and

BE IT FURTHER RESOLVED that, if the District has unexpended or uncommitted fees within five (5) years of collection, the District will make required findings or refund the fees; and

BE IT FURTHER RESOLVED that the fee imposed pursuant to this Resolution is not subject to the restriction contained in subdivision (a) of Government Code section 66007, and that no building permit shall be issued for any development absent certification of compliance by the development project with the fee imposed pursuant to this Resolution; and

BE IT FURTHER RESOLVED that the Superintendent or his designee give notice to all cities and counties with jurisdiction over the territory of the District of this Board's action by serving a copy of this Resolution, the supporting documentation and a map indicating the areas subject to the fee on each agency and requesting that no building permits, or for manufactured homes and mobile homes, certificates of occupancy, be issued on or after July 1, 2016, without certification from the District that the fees specified herein have been paid.

THE FOREGOING RESOLUTION was adopted by the Governing Board of the Hanford Elementary School District of Kings County, California, at a regular meeting of said Board duly neld on the 13th day of April, 2016, by the following vote:
AYES:
NOES:
ABSENT:
ABSTAINED:
President, Board of Trustees Hanford Elementary School District

# **DEVELOPMENT FEE JUSTIFICATION STUDY**

#### Prepared for

## **Armona Union Elementary School District**

11115 "C" Street Armona, California 93202 (559) 583-5000

# **Hanford Elementary School District**

714 N. White Street Hanford, California 93230 (559) 585-3600

# **Hanford Joint Union High School District**

823 West Lacey Boulevard Hanford, California 93230 (559) 583-5901

Prepared by

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March 2016

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# APPENDIX

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#### **SECTION A**

#### INTRODUCTION AND FINDINGS

#### INTRODUCTION

In accordance with Education Code Section 17620 and Government Code Section 65995, school districts are authorized to collect fees on new residential and commercial/industrial development for the purpose of constructing or reconstructing school facilities. The traditional development fees (referred to as "Level 1" fees) are currently capped at \$3.48 per square foot for residential development<sup>1</sup> and \$0.56 per square foot for commercial/industrial development.

In non-unified school districts, such as the Armona Union Elementary School District (AUESD, Hanford Elementary School District (HESD) and Hanford Joint Union High School District (HJUHSD), the Level 1 fees must be split between the districts in a manner agreed to by the districts. In accordance with the existing agreement, AUESD and HESD would receive 60 percent of the Level 1 fees (\$2.09 per square foot for residential development and \$0.34 per square foot for commercial/industrial development) and the HJUHSD would receive 40 percent of the fees (\$1.39 per square foot for residential development and \$0.22 per square foot for commercial/industrial development).

The purpose of this study is to provide the information and analysis necessary to demonstrate that AUESD, HESD and HJUHSD are justified in collecting school facilities fees in accordance with the provisions of state law.

This study is organized into two sections:

- Section A sets forth the purpose of the study and the findings necessary to charge development fees; and
- Section B determines the justifiable residential development fee for each district.
- Section C determines the justifiable commercial/industrial development fee by category of development.

#### **FINDINGS**

This study presents the information and analysis necessary to demonstrate that the AUESD, HESD, and HJUHSD are justified in collecting school facilities fees for new development in accordance with Education Code Section 17620 and Government Code Sections 65995 and 66001. As required by law, this study demonstrates the following:

a. New residential and commercial/industrial development relates directly to the need for school facilities in the districts.

<sup>&</sup>lt;sup>1</sup> The maximum residential fee is \$3.48 per square foot unless the District can justify higher alternative (Level 2 or Level 3) fees through the procedures specified in Government Code Sections 65995.5, 65995.6 and 65995.7. This study is not intended to justify alternative fees as specified in these code sections.

- Based upon past development activity and reasonable future projections, an additional 1,410 single family residential units and 500 multiple family residential units are projected to be constructed in HJUHSD and its feeder elementary school districts in the next ten years (see Section B, Step 1, Table B-2). Within the elementary districts, an additional 210 single family and 60 multiple family residential units are projected to be constructed in the next ten years in AUESD; and an additional 760 single family and 380 multiple family residential units are projected to be constructed in the next ten years in HESD.
- Students will be generated by new residential development. Single family residential development generates an average of 0.543 grades K-8 students in AUESD; 0.443 grades K-8 students per unit in HESD; and 0.183 grades 9-12 students per unit in HJUHSD. Multiple family residential development generates an average of 0.479 grades K-8 students per unit in AUESD; 0.171 grades K-8 students per unit in HESD; and .056 grades 9-12 students per unit in HJUHSD (see Section B, Step 2, Table B-3).
- Commercial and industrial development generates between 0.048 and 0.346 grades K-8 students per 1,000 square feet, depending on district and category of development (see Section C, Tables C-1 and C-2). Commercial and industrial development also generates between 0.018 and 0.122 grades K-12 students per 1,000 square feet, depending category of development (see Section C, Tables C-3)
- In the next ten years, new development is expected to generate approximately 143 grades K-8 students in AUESD; 401 grades K-8 students in HESD, and 286 grades 9-12 students in HJUHSD (see Section B, Step 2, Table B-4).

## b. The districts will need additional school facilities to accommodate students from new development

AUESD will need facilities to accommodate 114 grades K-6 and 29 grades 7-8 students projected from new development. HESD will need facilities to accommodate 320 grades K-6 students from projected new development. HJUHSD will need facilities to accommodate 286 grades 9-12 students from projected new development. (see Section B, Steps 3 and 4).

# c. The amount of fees charged is reasonably related to the amount of need attributable to new development projects

• The residential fee per square foot justified for each district to fully fund the cost of providing school facilities to students from new development is shown below in Table A-1 (see Section B, Step 8).

TABLE A-1 MAXIMUM JUSTIFIABLE RESIDENTIAL FEE (Per Square Foot)

District	Fee
Armona Union Elementary (K-8)	\$9.65
Hanford Elementary (K-8)	\$3.96
Hanford Joint Union High School (9-12)	\$2.65

- The maximum residential fee that can currently be charged under Government Code Section 65995(b) is \$3.48 per square foot. In non-unified districts, the fee must be split between the elementary and high school districts. The existing fee spilt agreement provides for 60% (or \$2.09) to be allocated to the elementary districts and 40% (or \$1.39) to be allocated to HJUHSD for grades 9-12. Both AUESD and HESD, at \$9.65 and \$3.96 per square foot, respectively, would justify the maximum fee of \$2.09 per square foot. HJUHSD at \$2.65 would justify the maximum fee of \$1.39 per square foot.
- A fee on commercial and industrial development may be charged as a supplement to the residential fee if the residential fee does not cover the cost of providing school facilities to students from new development. The justifiable fees for commercial and industrial development by category are presented in Tables C-1, C-2 and C-3. Tables C-1 and C-2 show that AUESD and HESD, respectively, can justify a fee greater than their \$0.34 share (60%) of the maximum total allowable fee of \$0.56 per square foot in all categories of use. Table C-3 shows that HJUHSD can justify a fee greater than its maximum allowable \$0.22 share (40%) of the maximum allowable fee of \$0.56 per square foot in all categories of use.

#### **SECTION B**

# RESIDENTIAL FEE JUSTIFICATION

#### INTRODUCTION

This section presents a step-by-step calculation of the residential development fees for the Hanford Joint Union High School District (HJUHSD), the Hanford Elementary School District (HESD), and the Armona Union Elementary School District (AUESD). HESD and AUESD are two of the six elementary feeder districts to HJUHSD. The levying of development fees by school districts is authorized by Education Code Section 17620 and Government Code Section 65995. The maximum residential fee that can currently be charged under Section 65995(b) is \$3.48 per square foot. In non-unified school districts, the fee must be split between the elementary and high school districts in a manner agreed to by the districts.

Hanford Joint Union High School District (HJUHSD) is located almost entirely within Kings County, and is centered around the City of Hanford. Most of the population of HJUHSD resides in the City of Hanford. There are secondary areas of suburban housing in the Armona Community Plan Area west of the City of Hanford and the Home Garden Community Plan Area east of the City of Hanford. The remainder of HJUHSD is rural and the primary land use is agriculture.

AUESD includes a small portion of the western edge of the City of Hanford and extends west within the unincorporated portion of Kings County to Avenue 16. Most of AUESD is south of Lacey Boulevard. In addition to the portion of the City of Hanford in the District, the other primary residential area is in the Armona Community Plan Area, an unincorporated development area in Kings County. The Armona Community Plan Area has significant areas of suburban type development, including both single and multi-family housing. The southern portions of AUESD are primarily rural.

HESD is mostly within the City of Hanford, but the western portion of the HESD extends to Avenue 13, which is beyond the western boundary of the City of Hanford. There are portions of the City of Hanford that are not in HESD. Housing development in HESD is primarily suburban and urban in character.

#### STEP 1: PROJECT NUMBER OF NEW RESIDENTIAL UNITS

The first step in the analysis is to project the number of residential units to be constructed in the districts in the future. This can be estimated by evaluating development activity and potential in the districts, as well as public agency plans and projections for future development activity. Table B-1 identifies for each of the districts in this study the number of single family and multi-family housing units that have received building permits for the six most recent years.

<sup>&</sup>lt;sup>1</sup> This fee is also known as the "Level 1" fee. Higher "alternative" fees (Level 2 and 3 fees) can only be justified by meeting the requirements of Government Code Sections 65995.5, 65995.6 and 65995.7. This study is not intended to justify alternative fees.

TABLE B-1
AUESD, HESD, and HJUHSD
RESIDENTIAL PERMITS 2010-2015
Single Family (SF) and Multi-Family (MF) Units

Year	AUESD		HESD		HJUHSD	
	SF	MF	SF	MF	SF	MF
2010	4	0	85	49	111	49
2011	4	0	27	0	54	0
2012	3	0	56	0	122	0
2013	5	0	82	0	157	0
2014	46	0	88	64	146	64
2015	63	0	117	112	255	112
Total	125	0	455	225	845	225
6-Year Avg.	21	0	76	38	141	38

Source: AUESD, HESD, HJUHSD Development Fee Records

Table B-1 indicates differing single and multi-family housing development patterns over the six year span. Although the districts have had different development patterns, it is clear that 2014 and 2015 are years with robust housing development for each of the districts.

AUESD had few single family units receiving permits for the first four years of the period, and a significant increase in single family units in 2014 and 2015. The increase in 2014 and 2015 was due to subdivision development in the portion of AUESD in the western area of the City of Hanford. In the AUESD portion of the City of Hanford there are remaining undeveloped parcels of land zoned for single family residential units that would allow for the future construction of several hundred additional single family units. Also, the Armona Community Plan land use map identifies many undeveloped parcels of land that are designated for single family and multi-family residential development. It is reasonable to expect that single family residential development will continue at a pace that at least matches the six year average indicated in Table B-1.

HESD had significant single family residential development activity for most of the six-year span in Table B-1 with the highest yearly total occurring in 2015. There are several yet to be developed parcels of land in the City of Hanford zoned for single family residential units within HESD, with the potential for several hundred additional units. Much of the recent residential development in the City of Hanford has been by housing developers that are well established in the Central Valley. In 2014 and 2015 building permits were issued for a total of 176 multi-family units in HESD, and these were all in the Centennial Place Apartment development. It is reasonable to project that the single and multi-family residential development in HESD over the next ten years will equal or exceed the pace of the past six years.

HJUHSD has shown a pattern of substantial single family residential development for the six-year span identified in Table B-1. The lowest yearly total was 54 units in 2011, and greatest number was 255 in 2015. The increase in permits in 2015 reflects the increased number of permits in AUESD and HESD in 2015. Of the 845 single family units receiving permits during the period from 2010 through 2015, approximately 85 percent were in the City of Hanford. In addition to the past and future potential residential development in AUESD and HESD discussed in prior paragraphs, there

has been substantial development activity in the portion of the Pioneer Union Elementary School District, which is located in the northwest area of the City of Hanford. The multi-family development included in Table B-1 for HJUHSD is all within HESD, but there are areas in the AESD and other areas in the City of Hanford with land use designations for multi-family housing. It is reasonable to believe that the pace of future single and multi-family residential development in HJUHSD will be at least equal to the past six years.

The City of Hanford is in the early stages of updating its General Plan, and the proposed expanded sphere of influence boundaries imply that the land area for potential future residential development will be significantly expanded.

Projections for future residential units in each district for the next ten years are shown in Table B-2. The total single family units for each district are based on the six year average in Table B-1 projected for ten years. The single family projection for AUESD may be low as there is potential for significantly more units. The multi-family projections for HESD are based on the six-year average in Table B-1. The multi-family projections for AUESD are based on the belief that at least one apartment development will be constructed in the next ten years. The multi-family projections for HJUHSD include HESD and AUESD plus some units in the City of Hanford in other elementary school districts. Overall, the single and multi-family projections are considered to be conservative and reasonable.

TABLE B-2
AUESD, HESD, and HJUHSD
PROJECTED SINGLE AND MULTI-FAMILY UNITS
FOR THE NEXT TEN YEARS

District	Single Family Units	Multi-Family Units	
AUESD	210	60	
HESD	760	380	
HJUHSD	1,410	500	

Source: Odell Planning & Research, Inc., 2016.

### STEP 2: PROJECT NUMBER OF STUDENTS GENERATED BY NEW RESIDENTIAL UNITS

The student generation rates for single family and multiple family residential units in AUESD, HESD and HJUHSD are identified in Table B-3. The generation rates are based on U.S. Census Bureau American Community Survey 2014 single family and multiple family residential unit counts for the districts and the number of current students in each district that live in single and multiple family housing units. As an example, the HESD had an estimated 11,966 single family housing units in 2014, and there are 4,220 grades K-6 students residing in single family units in the District. The ratio of 4,220 to 11,966 is 0.353, and this is the single family grades K-6 student generation rate for HESD in Table B-3.

# TABLE B-3 AUESD, HESD, and HJUHSD RESIDENTIAL STUDENT GENERATION RATES

Grade	AUE	AUESD		HESD		HJUHSD	
	SF Units	MF Units	SF Units	SF Units MF Units		MF Units	
K-6	0.427	0.400	0.353	0.138	n/a	n/a	
7/8	0.116	0.079	0.090	0.033	n/a	n/a	
K-8 Total	0.543	0.479	0.443	0.171	n/a	n/a	
9-12	n/a	n/a	n/a	n/a	0.183	0.056	

Source: U.S. Census Bureau American Community Survey, 2014; AUESD, HESD, and HJUHSD student address lists, Jan. 2016.

As indicated in Table B-3, the AUESD single family and multi-family generation rates for grades K-6 and 7-8 are both somewhat greater than those for HESD. However, the generation rates for both districts are within an expected range for school districts with similar demographic characteristics. The HJUHSD generation rates for single and multi-family are approximately equal to state averages for high school districts.

Table B-4 indicates the projected number of students generated by new development for each of the school districts over the next ten years. As indicated by the table, the following number of students would be generated: 143 grades K-8 students in AUESD; 401 grades K-8 students in HESD; and 286 grades 9-12 students in HJUHSD.

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TABLE B-4
AUESD, HESD, and HJUHSD
STUDENTS GENERATED BY NEW RESIDENTIAL UNITS

Grade Level	Number & Type of Units	Student Generation Rate	New Development Students
Armona Union Elemen	tary School District		
W.C	210 SF	0.427	90
K-6	60 MF	0.400	24
7.0	210 SF	0.116	24
7-8	60 MF	0.079	5
Total K-6			114
Total 7-8			29
Hanford Elementary So	chool District		
V.C	760 SF	0.353	268
K-6	380 MF	0.138	52
7-8	760 SF	0.090	68
7-8	380 MF	0.033	13
Total K-6			320
Total 7-8			81
Hanford Joint Union H	igh School District		
0.12	1,410 SF	0.183	258
9-12	500 MF	0.056	28
Total 9-12			286

Source: Tables B-2 and B-3; Odell Planning & Research, 2016.

### STEP 3: EVALUATE FACILITIES CAPACITIES FOR NEW DEVELOPMENT STUDENTS

To determine if there is any current available capacity to house students from projected new development, the enrollment of each district, by grade level grouping, must be compared to the existing facilities capacities, by grade level grouping. For each of the districts in this study, the enrollment is based on the CALPADS student counts from October 7, 2015 with adjustments noted in Table B-5 and detailed in the following paragraphs.

AUESD operates three schools that serve District residents. Armona Elementary is a grades K-4 school, Parkview Middle is a grades 5-8 school, and Crossroads Charter Academy is a grades K-12 school. Because AUESD is an elementary school district, it has no obligation to provide grades 9-12 education services. Therefore, all of the grades 9-12 students enrolled at Crossroads Charter Academy have been excluded in the adjustment enrollment. All 14 grades K-6 students enrolled at Crossroads Charter Academy are not residents of AUESD, and these students are also excluded in the adjustment enrollment. Of the 14 grades 7-8 enrolled at the Crossroads Charter Academy, 11 are not residents of AUESD, and these are also excluded in the adjustment enrollment. In addition, it must be noted that Crossroads Charter Academy provides services as independent study based education program, and this does not require classroom space in the traditional mode.

HESD operates nine grades K-6 schools, three grades 7-8 schools, and one community day school. The enrollment adjustments in Table B-5 for HESD reflect the net difference between students who reside in HESD and attend school in some other district (transfers out) and students who attend HESD but reside in another school district (transfers in). As an example, for grades K-6, 203 students attend HESD from other districts (transfers in) and 399 resident HESD students attend in other districts (transfers out). Therefore, there is a net transfer out of 196 students, and these could return to HESD at any time. The adjustment in Table B-5 reflects this net potential of additional K-6 students. A similar net adjustment has been made in Table B-5 for grades 7-8 students.

HJUHSD operates three traditional high schools, two continuation high school programs, and a small community day school. The enrollment adjustments in Table B-5 for HJUHSD reflect the net difference between students who reside in HJUHSD and attend school in some other district (transfers out) and students who attend HJUHSD but reside in another school district (transfers in). Overall, there is a net of 26 students that could return to HJUHSD.

TABLE B-5
AUESD, HESD, and HJUHSD
ADJUSTED 2015-16 ENROLLMENTS

Grade Level	CBEDS Enrollment	Adjustment	Adjusted Enrollment				
Armona Union Elementary School District							
K-6	806	-14	792				
7-8	-8 227 -11		216				
9-12	91	-91	0				
Hanford Elementary Sch	ool District						
K-6	4,697	+196	4,893				
7-8	1,193	+64	1,257				
Hanford Joint Union High School District							
9-12	3,775	+26	3,801				

Source: CALPADS Enrollment Data from AUESD, HESD, and HJUHSD, Oct. 2015; Student Lists from AUESD; Interdistrict transfer information for HESD and HJUHSD, Jan. 2016; Odell Planning & Research, Inc., Feb. 2016.

To determine whether there will be any permanent capacity available to house new development students, Table B-6 compares the 2015-16 adjusted enrollment of the districts from Table B-5 to the respective school building student capacities. Each of the districts provided current classroom count information by grade level. The capacities in Table B-6 are based on the state classroom loading standards of 25 students per grades K-6 classroom and 27 students per grades 7-12 classroom. As shown by Table B-6, no facilities capacity would exist to accommodate projected students from new development in AUESD (K-8), HESD (K-6) or HJUHSD (9-12). However, there is capacity for 157 students in the HESD for grades 7-8. AUESD currently has 66 unhoused grades K-6 students; HESD currently has 211 unhoused grades K-6 student; and HJUHSD currently has 284 unhoused grades 9-12 students.

# TABLE B-6 AUESD, HESD, and HJUHSD COMPARISON OF 2015-16 ENROLLMENT AND CAPACITIES

Grade Level	Adjusted Enrollment	Facilities Capacity	Above or (Below) Capacity			
Armona Union Elementa						
K-6	792	726	66			
7-8	216	216	0			
9-12	0	n/a	n/a			
Hanford Elementary Sch	ool District					
K-6	4,893	4,682	211			
7-8	1,257	1,414	(157)			
Hanford Joint Union High School District						
9-12	3,801	3,517	284			

Source: AUESD, HESD, and HJUHSD capacities provided by each district, Feb. 2016; Odell Planning & Research, Inc., 2016.

### STEP 4: DETERMINE NUMBER OF NEW DEVELOPMENT STUDENTS NEEDING FACILITIES

The number of new development students needing facilities is determined in Table B-7 by subtracting available capacity (Table B-6) from the number of students generated by new development (Table B-4).

TABLE B-7
AUESD, HESD, and HJUHSD
PROJECTED NEW DEVELOPMENT STUDENTS NEEDING FACILITIES

District and Grade Level	New Development Students	Available Capacity	Students Needing Facilities
Armona Union Elementary School District			
K-6	114	None	114
7-8	29	None	29
Hanford Elementary School L	District		
K-6	320	None	320
7-8	81	157	0
Hanford Joint Union High Sch	ool District		
9-12	286	None	286

Source: Tables B-4 and B-6; Odell Planning & Research, Inc., 2016

Table B-7 indicates that the following number of projected new development students will need facilities: 143 in the AUESD, 320 in the HESD, and 286 in HJUHSD. HESD will have sufficient grades 7-8 capacity to accommodate all projected new development students in grades 7-8; and, therefore, grades 7-8 in HESD will not be a factor in determining the justifiable Level 1 fee for HESD in this study.

### STEP 5: DETERMINE SCHOOL FACILITIES COST FOR NEW DEVELOPMENT STUDENTS

School facilities costs are broken down into three categories: building construction, site acquisition and site development. School building construction costs are based upon current state allowances for new school building construction under the Leroy F. Greene School Facilities Act of 1998. The 100 percent construction grant amounts currently are \$21,648 per K-6 student, \$22,952 per grades 7-8 student and \$29,120 per grades 9-12 student, including grants for new fire protection/alarm and fire sprinkler systems.

For this study, no site acquisition costs have been included. AUESD owns an existing site that could be used for a new school. HJUHSD can add classrooms at the existing Sierra Pacific High School. HESD can expand capacity at several sites by replacing existing portable classrooms with permanent classrooms and adding additional classrooms. For all of the Districts, it is important to note that the projected students from new development will need new facilities in incremental units over the ten-year span used for the projections, and this implies small periodic classroom additions to existing school sites.

Site development costs include the following items: service site costs (site clearance, grading, soil compaction, on-site drainage), off-site development costs (street improvements, sidewalks, lighting, storm drains, county/special district fees), and utility service costs (water, sewer, gas, electric, communications). Since any additional permanent facilities would likely be constructed on existing sites, off-site development costs would not be applicable. Since additions of only a few classrooms to an existing site may not require additional utility costs, utility costs will not be used in this study. The service site costs will vary by the specific needs of each site, but reasonable estimates can be made by using similar projects.

AUESD and HESD have no recent cost data for classroom additions to existing school sites. To estimate the service site costs for these Districts, a two classroom addition to Temperance-Kutner Elementary School in Clovis Unified provides reasonable data as the site characteristics are similar to those of the AUESD and HESD sites and it is a small addition to an existing school site. The State Allocation Board (SAB) approved service site grant for the Temperance-Kutner Elementary School addition was \$33,715 for an addition that accommodates 50 students, and this is \$674 per student. Since the SAB approved site grant represents 50 percent of the total cost, the total site development cost per student would be \$1,348 per student. The Temperance-Kutner SAB project approval was in 2006, and the construction cost index has increased by 32.3 percent since 2006. Increasing \$1,348 by 32.3 percent yields an estimated service site cost of \$1,783 per student and this will be used for both AUESD and HESD in this study.

HJUHSD does have recent cost data for the construction of Sierra Pacific High School. However, the per student service site costs for an addition to the existing site will probably be less than the per student service site costs for the original construction of the school. There have been only a few new high school addition projects in the Central Valley in the recent past. Of the possible projects, the six classroom addition to Liberty High School in Golden Valley Unified in Madera County has characteristics that are somewhat similar to a future addition to the Sierra Pacific High School site. The Liberty High School addition was approved by the SAB in 2006, and the site grant amount was \$89,894 for an addition to house 162 students. This equates to \$555 per student, and this must

be doubled to \$1,110 per student to get the full cost. Again, since the construction cost index has increased by 32.3 percent since 2006, the site per student cost estimate should be increased to \$1,469 per student, and this will be used to estimate the site development cost for HJUHSD in this study.

Table B-8 summarizes the total per student cost per grade level to provide classroom facilities for students from the projected new residential development.

TABLE B-8
AUESD, HESD, and HJUHSD
CONSTRUCTION COST PER STUDENT FOR
STUDENTS FROM PROJECTED NEW DEVELOPMENT

Grades	Construction Cost per Student	Site Development Cost per Student	Total Cost per Student
K-6	\$21,648	\$1,783	\$23,431
7-8	\$22,952	\$1,783	\$24,735
9-12	\$29,120	\$1,469	\$30,589

Sources: Office of Public School Construction Project Tracker, February 2016; SAB Grant Increase, February 2106; Odell Planning & Research, Inc. 2016.

The cost of needed school facilities for students from new development is determined in Table B-9 by multiplying the number of new development students needing facilities shown in Table B-7 by the total cost per student determined in Table B-8.

TABLE B-9
AUESD, HESD, and HJUHSD
SCHOOL FACILITIES COST FOR NEW DEVELOPMENT STUDENTS

Grade Level	Students	Cost Per Student	Total Cost
Armona Union Elementary Sch	ool District		
K-6	114	\$23,431	\$2,671,134
7-8	29	\$24,735	\$717,315
Total	143		\$3,388,449
Hanford Elementary School Dis	strict		
K-6	320	\$23,431	\$7,497,920
Hanford Joint Union High Scho	ol District		
9-12	286	\$30,589	\$8,748,454

Source: Tables B-7 and B-8; State Allocation Board, February, 2016; Odell Planning & Research, Inc., 2016

Potential projects for which development fees may be expended include construction of new school facilities, reconstruction of school facilities, improvements/additions to existing facilities, purchase and installation of portable classrooms, and site development and infrastructure improvements. Each of the districts is currently in the process of identifying and evaluating the need for improvements to existing facilities and the need for future additional facilities.

#### STEP 6: REVIEW DISTRICT FUNDING AVAILABILITY

The districts have reviewed their potential funding sources for school facilities and have determined that Fund 25 (Development Fees) and Fund 40 (Capital Facilities – Building Reserve) are the only existing funding sources potentially available. The following paragraphs discuss the potential existing funds and planned expenditures for each district.

AUESD has identified estimated ending fund balances (June 30, 2016) of \$1,608 for Fund 25 and \$214,217 for Fund 40. The estimated total of the Funds 25 and 40, \$215,825, would potentially be available to house students from new development. However, Table B-6 indicates that the District has 66 unhoused grades K-6 students. Using the per student cost standards in Table B-8 indicates that the cost to provide school facilities for the existing unhoused students would be \$1,546,446 (66 x \$23,431); and this substantially exceeds the potentially available funds. Therefore, there will be no existing funds to house students from new development in AUESD.

HESD has identified fund balances (as of January 1, 2016) of \$137,165 in Fund 25 and \$2,655,522 in Fund 40. Therefore, the total of the funds potentially available to house students from new development is \$2,792,687. HESD has indicated that approximately \$1,500,000 of the available funds may be expended on an administration building addition that would not increase student capacity. HESD has recently reviewed a draft of a facilities master plan that has identified up to \$37.7 million of needed projects. The master plan proposes to fund the projects from a combination of sources – developer fees, future local general obligation bond funds, existing capital facilities funds, and state School Facilities Program funds. HESD is considering placing a general obligation bond on the November 2016 ballot, but a final decision as to whether to have the bond election or the amount of the possible bond are still pending. HESD also has 211 existing unhoused grades K-6 students (Table B-6), and the cost to house these students using the per student cost identified in Table B-8 would be \$4,943,941 (211 x \$23,431). The total of the potential future obligations against the existing funds and the cost to house existing unhoused students far exceeds the total funds available from Funds 25 and 40. Therefore, there will be no existing funds to house students from new development in the HESD.

HJUHSD has identified estimated fund balances (June 30, 2016) of \$1,907,394 for Fund 25 and \$4,524,584 for Fund 40. The total of the funds potentially available to house students from new development is estimated to be \$6,431,978. HJUHSD has indicated that all of the Fund 25 balance will be needed to pay future annual Certificate of Participation (COP) debt payments. Of the existing estimated Fund 40 balance, \$2 million is also being reserved for future COP debt payments. Of the remaining funds, \$2,244,734 is planned for future site improvements that will not increase student capacities, \$100,000 is planned for the future ag farm, and \$179,849 is planned to be used for future site improvements at Sierra Pacific High School. In addition to potential obligations against estimated existing fund balances, HJUHSD currently has 284 unhoused students (Table B-6), and the cost to provide facilities for these students using the cost standards in Table B-8 would be \$8,687,276 (284 x \$30,589). When the cost of potential obligations against existing funds and the cost to house existing unhoused students are considered together, it is clear that the total of potential obligations far exceeds any potentially existing funds. Therefore, there will be no existing funds to house students from new development. HJUHSD is also considering placing a local general obligation bond on the November 2016 ballot; however, no final decision has been reached.

#### **STEP 7: PROJECT RESIDENTIAL SQUARE FOOTAGE**

Table B-10 presents the projected residential building square footage projected to be constructed in AUESD, HESD, and HJUHSD. This was determined by multiplying the respective average square footage of residential units in the districts by projected number of units determined in Step 1, Table B-2. The average single family unit size is based on the units for the years 2010 through 2015 identified in Table B-1 for each District. The multi-family unit size is based on units identified in Table B-1 in HESD as there has been no recent multi-family housing construction in AUESD.

TABLE B-10 AUESD, HESD, and HJUHSD PROJECTED RESIDENTIAL SQUARE FOOTAGE

District and Type of Units	Number of Residential Units	Average Sq. Ft. Per Unit	Square Footage to be Constructed		
Armona Union Elementary School Di	Armona Union Elementary School District				
Single Family	210	1,364	286,440		
Multi-Family	60	1,073	64,380		
	Total		350,820		
Hanford Elementary School District					
Single Family	760	1,954	1,485,040		
Multi-Family	380	1,073	407,740		
	Total		1,892,780		
Hanford Joint Union High School Dist	rict				
Single Family	1,410	1,959	2,762,190		
Multi-Family	500	1,073	536,500		
	Total		3,298,690		

Source: Developer fee collection records for AUESD, HESD, and HJUHSD for 2010-2015; Odell Planning & Research, Inc., 2016

#### **STEP 8: CALCULATE LEVEL 1 FEE**

Table B-11 identifies the cost per square foot of providing school facilities for each district by dividing the total cost of school facilities for projected new development students, less any existing funds noted in Step 6, by the projected residential square footage to be constructed in each district.

TABLE B-11
AUESD, HESD, and HJUHSD
SCHOOL FACILITIES COST PER RESIDENTAL SQUARE FOOT

District	Facilities Cost For New Development Students	Projected Residential Square Footage	Cost Per Square Foot (Fee Justified)
AUESD	\$3,388,449	350,820	\$9.65
HESD	\$7,497,920	1,892,780	\$3.96
HJUHSD	\$8,748,454	3,298,690	\$2.65

Sources: Tables B-10 and B-11; Odell Planning & Research, Inc., 2016.

The maximum residential fee that can currently be charged under Government Code Section 65995(b) is \$3.48 per square foot. In non-unified districts, the fee must be split between the elementary and high school districts, and the existing fee spilt agreement provides for 60 percent (or \$2.09) to be allocated to AUESD and HESD and 40 percent (or \$1.39) to be allocated to HJUHSD. Since the justified fees in Table B-11 for AUESD and HESD are each greater than \$2.09, both districts are justified in levying the Level 1 fee of \$2.09 per square foot of new residential construction. The justified fee of \$2.65 for HJUHSD is greater than \$1.39, so the HJUSD is also justified in levying the Level 1 fee of \$1.39 per square foot for new residential construction.

#### **SECTION C**

#### COMMERCIAL/INDUSTRIAL FEE JUSTIFICATION

#### **INTRODUCTION**

This section presents a step-by-step calculation of the commercial/industrial development fees as authorized by Education Code Section 17620 and Government Code Section 65995. School districts are authorized to charge a fee of up to \$0.56 per square foot for commercial/industrial development. In non-unified districts, the fee must be split in a manner mutually agreed to by the districts. The Armona Union Elementary (AUESD) and Hanford Elementary School Districts (HESD) each collect 60 percent of the commercial/industrial fee (\$0.34) and the Hanford Joint Union High School District (HJUHSD) collects 40 percent of the fee (\$0.22).

#### STEP 1: DETERMINE SQUARE FOOTAGE PER EMPLOYEE

Commercial and industrial development generates employees, and the children of employees living in the Districts will need to be housed in District schools. The number of employees per 1,000 square feet generated by various types of commercial and industrial development are shown in Tables C-1, C-2, and C-3.<sup>1</sup>

#### STEP 2: DETERMINE NUMBER OF STUDENTS PER EMPLOYEE

The average number of students per employee was determined by using 2014 U.S. Census Bureau American Community Survey (ACS) data for AUESD, HESD, and HJUHSD.

According to ACS data, there were 1,863 civilian employed persons residing in AUESD, and 1,022 students were enrolled in public school in grades K-8 not including students enrolled in CA Virtual Academy, Crossroads Charter or National University Charter. This calculates to a ratio of 0.549 students per employee. This ratio, however, must be adjusted by including only the estimated percentage of employees that would move into the District as a result of employment opportunities (13.4 percent).<sup>2</sup> The discounted student per employee ratio, therefore, is 0.074 (13.4 percent of 0.549).

According to ACS data, there were 16,753 civilian employed persons residing in HESD, and 5,934 students were enrolled in public school in grades K-8. This calculates to a ratio of 0.354 students per employee. This ratio, however, must be adjusted by including only the estimated percentage of employees that would move into the District as a result of employment opportunities (19.6 percent). The discounted student per employee ratio, therefore, is 0.069 (19.6 percent of 0.354).

According to ACS data, there were 27,205 civilian employed persons residing in HJUHSD, and 3,845 students were enrolled in public school in grades 9-12. This calculates to a ratio of 0.141 students per employee. This ratio, however, must be adjusted by including only the estimated percentage of employees that would move into the District as a result of employment opportunities (18.7 percent). The discounted student per employee ratio, therefore, is 0.026 (18.7 percent of 0.141).

<sup>&</sup>lt;sup>1</sup> Employee density data from the San Diego Association of Governments (SANDAG) Traffic Generators Manual is used in Table C-1, as allowed by law.

<sup>&</sup>lt;sup>2</sup> Based on 2014 U.S. Census Bureau American Community Survey data.

TABLE C-1
Armona Union Elementary School District
COMMERCIAL/INDUSTRIAL FEE CALCULATION

Category	Employees Per 1,000 Square Feet	Students Per Employee	Students Per 1,000 Square Feet	Facilities Cost Per Student	Cost Per Square Foot	Residential Offset	Net Cost Per Square Foot (Justifiable Fee)
Warehouse	0.70	0.074	0.051	\$23,695	\$1.22	\$0.39	\$0.83
Lodging	1.11	0.074	0.082	\$23,695	\$1.93	\$0.62	\$1.32
Industrial Park	1.68	0.074	0.123	\$23,695	\$2.93	\$0.94	\$1.99
Community Shopping Center	1.74	0.074	0.128	\$23,695	\$3.03	\$0.97	\$2.06
Corporate Office	2.68	0.074	0.197	\$23,695	\$4.67	\$1.49	\$3.18
Neighborhood Shopping Center	2.80	0.074	0.206	\$23,695	\$4.88	\$1.56	\$3.32
Bank	2.83	0.074	0.208	\$23,695	\$4.93	\$1.58	\$3.35
Scientific Research & Development	3.04	0.074	0.223	\$23,695	\$5.29	\$1.69	\$3.60
Business Park	3.73	0.074	0.274	\$23,695	\$6.50	\$2.08	\$4.42
Medical Office	4.27	0.074	0.314	\$23,695	\$7.44	\$2.38	\$5.06
Commercial Office	4.71	0.074	0.346	\$23,695	\$8.20	\$2.62	\$5.58

Note: Distribution of cost per square foot between the residential offset and the net cost per square foot may not sum precisely due to rounding. Source: SANDAG Traffic Generators Manual, 1990; U.S. Census American Community Survey, 2014; Odell Planning & Research, Inc., 2016

TABLE C-2
Hanford Elementary School District
COMMERCIAL/INDUSTRIAL FEE CALCULATION

Category	Employees Per 1,000 Square Feet	Students Per Employee	Students Per 1,000 Square Feet	Facilities Cost Per Student	Cost Per Square Foot	Residential Offset	Net Cost Per Square Foot (Justifiable Fee)
Warehouse	0.70	0.069	0.048	\$23,431	\$1.13	\$0.60	\$0.54
Lodging	1.11	0.069	0.077	\$23,431	\$1.79	\$0.95	\$0.85
Industrial Park	1.68	0.069	0.116	\$23,431	\$2.72	\$1.43	\$1.28
Community Shopping Center	1.74	0.069	0.120	\$23,431	\$2.81	\$1.48	\$1.33
Corporate Office	2.68	0.069	0.185	\$23,431	\$4.33	\$2.28	\$2.05
Neighborhood Shopping Center	2.80	0.069	0.193	\$23,431	\$4.53	\$2.39	\$2.14
Bank	2.83	0.069	0.195	\$23,431	\$4.58	\$2.41	\$2.16
Scientific Research & Development	3.04	0.069	0.210	\$23,431	\$4.91	\$2.59	\$2.32
Business Park	3.73	0.069	0.257	\$23,431	\$6.03	\$3.18	\$2.85
Medical Office	4.27	0.069	0.295	\$23,431	\$6.90	\$3.64	\$3.26
Commercial Office	4.71	0.069	0.325	\$23,431	\$7.61	\$4.01	\$3.60

Note: Distribution of cost per square foot between the residential offset and the net cost per square foot may not sum precisely due to rounding. Source: SANDAG Traffic Generators Manual, 1990; U.S. Census American Community Survey, 2014; Odell Planning & Research, Inc., 2016

TABLE C-3
Hanford Joint Union High School District
COMMERCIAL/INDUSTRIAL FEE CALCULATION

Category	Employees Per 1,000 Square Feet	Students Per Employee	Students Per 1,000 Square Feet	Facilities Cost Per Student	Cost Per Square Foot	Residential Offset	Net Cost Per Square Foot (Justifiable Fee)
Warehouse	0.70	0.026	0.018	\$30,589	\$0.56	\$0.29	\$0.27
Lodging	1.11	0.026	0.029	\$30,589	\$0.88	\$0.46	\$0.42
Industrial Park	1.68	0.026	0.044	\$30,589	\$1.34	\$0.70	\$0.64
Community Shopping Center	1.74	0.026	0.045	\$30,589	\$1.38	\$0.72	\$0.66
Corporate Office	2.68	0.026	0.070	\$30,589	\$2.13	\$1.12	\$1.02
Neighborhood Shopping Center	2.80	0.026	0.073	\$30,589	\$2.23	\$1.17	\$1.06
Bank	2.83	0.026	0.074	\$30,589	\$2.25	\$1.18	\$1.07
Scientific Research & Development	3.04	0.026	0.079	\$30,589	\$2.42	\$1.27	\$1.15
Business Park	3.73	0.026	0.097	\$30,589	\$2.97	\$1.55	\$1.41
Medical Office	4.27	0.026	0.111	\$30,589	\$3.40	\$1.78	\$1.62
Commercial Office	4.71	0.026	0.122	\$30,589	\$3.75	\$1.96	\$1.79

Note: Distribution of cost per square foot between the residential offset and the net cost per square foot may not sum precisely due to rounding. Source: SANDAG Traffic Generators Manual, 1990; U.S. Census American Community Survey, 2014; Odell Planning & Research, Inc., 2016

#### STEP 3: CALCULATE STUDENT GENERATION RATE PER 1,000 SQUARE FEET

The student generation rate per 1,000 square feet of commercial/industrial development in each category was calculated by multiplying the number of employees per 1,000 square feet by the number of students per employee. (The numbers are presented per 1,000 square feet rather than per square foot for ease of presentation and data manipulation.)

#### STEP 4: DETERMINE SCHOOL FACILITIES COST PER STUDENT

The average cost of school facilities per student is determined by dividing the total (100%) cost of school facilities for new development students by the projected number of new students from new development. The total cost of facilities to house students from new development for each district and the number of students needing facilities are identified in Table B-9. The resulting cost per student are \$23,695 for AUESD, \$23,431 for HESD, and \$30,589 for HJUHSD; and these values are used, respectively, in Tables C-1, C-2, and C-3.

#### **STEP 5: CALCULATE COST PER SQUARE FOOT**

The school facilities cost per square foot for each commercial/industrial category for each district was calculated by multiplying the student generation rate per 1,000 square feet by the average school facilities cost per student, and then dividing the product by 1,000.

#### STEP 6: CALCULATE RESIDENTIAL OFFSET

When employees are generated in a district as a result of new commercial/industrial development, fees will also be charged on the new residential units occupied by the employees and students generated by commercial/industrial development. To prevent a commercial or industrial development from paying for the portion of the impact that will be covered by the residential fee, this amount has been calculated and deducted from each category. This is referred to as the "residential offset" and is intended to avoid any possibility of overpayment for the same student impact. The residential offset amount is calculated for each district by multiplying the following factors together and dividing the total by 1,000 (to convert from cost per 1,000 square feet to cost per square foot):

- The student generation per 1,000 square feet of commercial/industrial development.
- The average number of dwelling units constructed for each student. To calculate the average number of dwelling units for each student in each district, the weighted average student generation rate for projected single and multiple family projected residential generation in each district are divided into one. The weighted average student generation rates for single and multiple family residential units for the AUESD, HESD, and HJUHSD are, receptively, 0.358, 0.281, and 0.150. Dividing these values into one results in an average number of dwelling units per student of 2.79 for the AUESD, 3.56 for HESD, and 6.67 for HJUHSD.
- The average square feet per dwelling unit which is the weighted average square footage of projected single and multiple family units projected to be constructed in each district. The average dwelling unit size for each district is calculated using the data in Table B-10, and the resulting sizes are 1,229 square feet for AUESD, 1,660 for HESD, and 1,727 for HJUHSD.

• The maximum combined residential fee that could be charged by the districts. The AUESD and HESD can charge Level 1 fess of \$2.09 per square foot, and HJUHSD can charge a Level 1 fee of \$1.39 per square foot.

#### STEP 7: DETERMINE NET COST PER SQUARE FOOT (JUSTIFABLE FEE)

After subtracting the residential offset, the net justifiable fee for all categories of commercial/industrial development in Tables C-1, C-2, and C-3 identifies the justifiable commercial/industrial fee that each District for each category of facility. Since the net cost per square foot justified for each category of facility in Tables C-1 and C-2 exceed the 60 percent share of \$0.56 (\$0.34), the AUESD and HESD can justify charging the maximum fee for all categories. Since the net cost per square justified for each category of facility in Table C-3 exceeds the 40 percent share of \$0.56 (\$0.22), the HJUHSD can also justify charging the maximum fee for all categories.

#### **APPENDIX 1**

#### **SOURCES CONSULTED**

AUESD, HESD, and HJUHSD. Developer Fee Collection Records. 2010-2015.

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#### HANFORD ELEMENTARY SCHOOL DISTRICT

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/	2016	
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider approval of contract with Indoor Environmental Services (IES) to provide a Facility Energy Master Plan.

**PURPOSE:** The District published a Request for Qualifications on January 20. 2016 for Proposition 39 and Energy Efficiency Services and received five responses. The five responses were evaluated by three employees and the top three vendors were selected to interview. The same three employees interviewed the interested vendors which resulted in the District determining that IES provided the best value in providing energy efficiency services. This initial contract is provide a Facility Energy Master Plan that will identify energy efficiency opportunities.

**FISCAL IMPACT:** The planning phase of the grant will cost \$39,000 (will be waived should IES be selected to implement the plan) and are budgeted with California Clean Jobs Act funds.

**RECOMMENDATIONS:** Approve the contract.

# PROPOSAL/AGREEMENT TO PROVIDE "FEMP" (Facility Energy Master Plan) INCLUDING PROP 39 PLANNING SERVICES

for

#### HANFORD ELEMENTARY SCHOOL DISTRICT

714 N. White Street Hanford, CA 93230

David Endo Chief Business Officer

#### Prepared by:

Indoor Environmental Services 1512 Silica Avenue Sacramento, CA 95815 (916) 988-8808

#### **PURPOSE OF PROJECT**

Indoor Environmental Services ("IES") is pleased to offer our assistance to the Hanford Elementary School District ("District"). IES will assist the District in leveraging facility programs including Prop 39 funding and Government Code 4217.10 – 4217.18 to develop and implement a comprehensive Facility Energy Master Plan ("Project") for the District.

#### **PROJECT OBJECTIVES**

- 1. IES will perform an energy usage analysis and preliminary site surveys in order to identify the most cost effective energy conservation and energy generation opportunities to be implemented throughout the District. These opportunities may include lighting, HVAC replacement, controls, renewable power generation, and other energy related scopes of work targeted toward reducing costs and increasing life cycle performance. This service will follow the Prop 39 guidelines listed below.
- 2. The District shall have final approval on all recommended scopes of work for the Project.
- 3. IES will work with the District to leverage Prop 39 energy funding which is currently estimated at a total of approximately \$1,200,000 over a period of five years. The District is eligible to request \$130,000 of the first year apportionment for upfront services and assistance in completing the required documents for Prop. 39 funding.
- 4. In addition, at the District's discretion, IES will evaluate and pursue a more comprehensive Project that will utilize alternative financing and procurement methods for the Project. This includes, but is not limited to, Tax Exempt Municipal Leases, Qualified Zone Academy Bonds, and Power Purchase Agreements.
- 5. IES will investigate any and all additional grant and government incentive funding sources to assist in funding the Project.
- 6. IES will investigate all applicable utility-provided rebate program incentives.

#### CONTRACT DELIVERY METHOD FOR PROJECT IMPLEMENTATION

IES will utilize Prop 39 funding per the mandated requirements, and, if required, California Government code Section 4217.10-4217.18 as it relates to implementing energy projects within Government facilities. The Project may be completed in phases as deemed appropriate by the District.

#### **PROP 39 SERVICES**

IES will assist the District with securing Prop 39 funding by completing the following required steps:

1. Electric and Gas Usage/Billing Data

Obtain and analyze 12 months of energy consumption for all district schools.

#### 2. Benchmarking or Energy Rating System

Determine the following benchmarking information:

- i. Total energy cost
- ii. Square footage of district schools
- iii. Annual total energy cost per square foot
- iv. Year to year comparison of energy bills

#### 3. Energy Project Prioritization Considerations

Prioritize eligible projects by taking into consideration the 11 factors as referenced in Public Resources Code Section 26235(e)(1011).

#### 4. Sequencing of Facility Improvements

Sequence projects based on the following:

- i. Maximize energy efficiency
- ii. Consider clean onsite energy generation
- iii. Consider nonrenewable projects

#### 5. Energy Project Identification

**Complete Energy Survey** 

#### 6. Cost-Effectiveness Determination

Calculate Savings Investment Ratio (SIR) based on the following:

- i. Annual energy savings
- ii. Demand savings
- iii. Annual energy cost savings
- iv. Project installation cost
- v. Rebates
- vi. Other matching grants

#### 7. Complete and Submit an Energy Expenditure Plan (EEP)

Complete EEP and submit required documents and certifications to CEC to request Prop 39 project funding.

#### **INVESTMENT CRITERIA**

Per Code Guidelines and Regulations, IES will complete the Planning Services (Steps 1-7) as structured below. IES will not perform additional services without prior District authorization.

Planning Services Investment Summary:	
Prop 39 Planning Allocation:	\$ 130,000
FEMP Agreement Amount when IES is selection is selection in the developed scope of work:	sted to
	ope of work IES will invoice the District 30% of the sagreement is between Hanford Elementary Schoo
David Endo Chief Business Official, Hanford Elementary School District	Stan Butts Vice President Indoor Environmental Services
Date	Date

#### HANFORD ELEMENTARY SCHOOL DISTRICT

#### **AGENDA REQUEST FORM**

TO:	Dr. Paul J. Terry		
FROM:	David Endo		
DATE:	04/04/	2016	
FOR:		Board Meeting Superintendent's Cabinet	
FOR:		Information Action	

Date you wish to have your item considered: 04/13/2016

**ITEM:** Consider adoption of Resolution 13-16, which allows the District to apply for funding for the electric vehicle charging stations.

**PURPOSE:** The San Joaquin Valley Air Pollution Control District is currently accepting applications for its Charge Up! Program. This program provides funding for public agencies and businesses in the Valley to install electric vehicle (EV) chargers for public access. These chargers will support existing EV owners and encourage the growth of the clean technology in the Valley.

**FISCAL IMPACT:** There will be upfront costs associated with the installation cost of the charging stations with most, if not all, being reimbursed by the San Joaquin Air Pollution Control District. The amount of which depends on the number of stations that are proposed with the funding being capped at \$50,000 per applicant.

Additionally, there will be in increase in electricity used depending on the utilization of the charging stations.

**RECOMMENDATIONS:** Adopt resolution 13-16, which allows the District to apply for funding for electric vehicle charging stations.

#### RESOLUTION 13-16 Hanford Elementary School District Charge Up! Program

**WHEREAS**, the Hanford Elementary School District recognizes the importance of improving air quality in the San Joaquin Valley of California; and

WHEREAS, the health and safety of our students is vital to their education and wellness; and

WHEREAS, use of electric vehicles improve air quality and the installation of public access electric vehicle charging stations promotes the use of clean air alternative-fuel technologies and the use of low- or zero-emission vehicles; and

**WHEREAS**, the San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications from stakeholders located within the boundaries of the SJVAPCD requesting funding for the purchase of electric vehicle chargers, eligible installation costs, and necessary signage; and

**WHEREAS**, the Hanford Elementary School District Board authorizes the submittal of the applications for the Charge Up! Program.

**NOW, THEREFORE, BE IT RESOLVED** that effective the 13<sup>th</sup> day of April, 2016 that the Hanford Elementary School District appoints Hanford Elementary School District Chief Business Official, David Endo the contract signing authority, as the duly authorized official to make financial decisions and the individual authorized to implement the Charge Up! Program.

**I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION** was duly passed and adopted this 13<sup>th</sup> day of April, 2016.

Noes:	
Absent:	
	Tim Revious, President