

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, November 8, 2017

HESD District Office Board Room
714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated October 20, 2017 and October 27, 2017.
- b) Approve minutes of Regular Board Meeting held on October 28, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of 20 bicycle helmets from the Hanford Police Department.
- e) Approve donation of folders, crayons and notebooks from Old Navy.
- f) Approve donation of \$183.84 from eScrip Program.
- g) Approve donation of \$178.19 from eScrip Program.

3. INFORMATION ITEMS

- a) Receive for information the monthly financial reports for the period of 07/01/2017 – 10/31/2017 (Endo)
- b) Receive for information the following revised Board Policy: (Gabler)
 - BP 0410 – Nondiscrimination In District Programs and Activities
- c) Receive for information the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5145.3 – Nondiscrimination/Harassment
- d) Receive for information the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5145.7 – Sexual Harassment

- *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.*

- e) Receive for information the following revised Exhibit: (Gabler)
 - E 9323.2 – Actions by the Board
- f) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5141.21 – Administering Medication & Monitoring Health Conditions
- g) Receive for information the following revised Administrative Regulation: (McConnell)
 - BP 5030 – Student Wellness

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the following revised Board Policy and Administrative Regulation: (Rubalcava)
 - BP/AR 5131.6 – Alcohol and Other Drugs
- b) Consider approval of the following revised Administrative Regulation: (Mulligan)
 - AR 3543 – Transportation Safety and Emergencies
- c) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4157.1/4257.1/4357.1 – Work Related Injury/Illness Insurance
- d) Consider approval of the following revised Administrative Regulation: (Strickland)
 - AR 5111.1 – District Residency
- e) Consider approval of the following new Board Policy: (Strickland)
 - BP 5116.2 – Involuntary Student Transfers
- f) Consider approval of the following new Administrative Regulation: (Strickland)
 - AR 6173.3 – Education for Juvenile Court School Students

5. PERSONNEL (Martinez)

- a) Employment
Classified

- Mayra King, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/16/17

Temporary Employees/Substitutes/Yard Supervisors

- Estevan Alcala, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 11/1/17 to 12/15/17
- Veronica Avila, Substitute Yard Supervisor, effective 10/26/17
- Mariah Benitez, Substitute Yard Supervisor, effective 10/27/17; Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 10/30/17 to 12/15/17
- Valerie Casarez, Yard Supervisor – 2.5 hrs., Roosevelt, effective 11/1/17
- Ashley Costa, Substitute Clerk Typist I and Media Services Aide, effective 10/23/17
- Araceli Gonzales, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 10/16/17 to 11/17/17
- Veronica Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 12/15/17
- Sanita Ieronimo, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 10/16/17 to 12/15/17
- Jeanette Lewis, Yard Supervisor – 2.0 hrs., Hamilton, effective 10/16/17
- Yolanda Macias, Substitute Yard Supervisor, effective 10/24/17; Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 10/25/17 to 12/15/17
- Nallely Vargas Ramirez, Substitute Yard Supervisor, effective 10/23/17; Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 10/23/17 to 12/5/17
- Christian Romero, Yard Supervisor – 2.5 hrs., Simas, effective 11/1/17

Temporary Employees/Substitutes/Yard Supervisors (Cont.)

- Veronica Rubalcava, Short-term Yard Supervisor – 2.5 hrs., Jefferson, effective 10/19/17 to 12/15/17
 - Cristina Solorio, Yard Supervisor – 3.25 hrs., Kennedy, effective 11/1/17
 - Sherri Sumaya, Yard Supervisor – 3.0 hrs., Hamilton, effective 10/13/17 (revised date)
 - Rayshawna Tapia, Yard Supervisor – 1.5 hrs., Simas, effective 11/1/17
 - Laurie Tolbert, Substitute Special Education Aide, Special Circumstance Aide and Alternative Education Program Aide, effective 10/25/17
 - Sandra Torres, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 11/17/17
- b) Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594
- Jorge Barba, 7th Boys Soccer Coach, Wilson, effective 11/7/17 to 2/5/18
 - Mario Villa Honorato Girls Soccer Coach, Jefferson, effective 10/26/17 to 12/8/17
- c) Resignations
- Colleen Alcalá, Substitute Yard Supervisor, effective 9/29/17
 - Angela Byars-Roberg, Substitute READY Program Tutor, effective 1/30/17
 - Amy James, Substitute Yard Supervisor, effective 10/17/17
- d) Termination
- Louise Mendes, Substitute Yard Supervisor, effective 9/15/17
- e) More Hours
- Sylvia Reyna, Yard Supervisor, from 1.75 hrs. to 2.75 hrs., Roosevelt, effective 10/16/17
 - Madasen Torres, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., Monroe, effective 10/17/17
 - Rayshawna Tapia, Short-term Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Simas, effective 10/3/17 to 12/15/17
- f) Decrease in Hours
- Veronica Leach, Yard Supervisor, from 3.25 hrs. to 2.75 hrs., Hamilton, effective 10/13/17
 - Veronica Martin, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Jefferson, effective 10/23/17
 - Carmen Aurora Pimentel, Yard Supervisor, from 3.25 hrs. to 2.0 hrs., Monroe, effective 10/17/17
 - Carrie Serna, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Monroe, effective 10/16/17
- g) Temporary Out of Class Assignment/Transfer
- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographics and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 10/20/17 to 10/31/17; from Groundskeeper II – 8.0 hrs., Grounds/DSF to Delivery Driver – 8.0 hrs., Warehouse/DSF, effective 11/1/17 to 12/29/17
 - Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 10/20/17 to 10/31/17

h) Volunteers

<u>Name</u>	<u>School</u>
Stephani Goodwin	Hamilton
Alma Ortiz	Hamilton
Lisa Fields	Jefferson
Michael Mendoza	Jefferson

h) Volunteers (Cont.)

<u>Name</u>	<u>School</u>
Diose Villarreal	Jefferson
Jessica Corona	King
Blanca Vidal Rizo	King
Nancy Valdez	Monroe
Sergio Campos	Richmond
Estela Patiño	Richmond
Dana Caceda (HESD Employee)	Simas
Johnny Garcia	Washington
Briana McGee	Kennedy
Sharon Cronk	Wilson

6. FINANCIAL (Endo)

- a) Consider approval of the 1st Interim Report (*For the Interim Report go to:*
http://www.hesd.k12.ca.us/files/user/502/file/11_08_17%201st%20interim.pdf)
- b) Consider adoption of Resolution #11-18: 17-18 Budget Revisions – 1st Interim

7. FUTURE ITEMS

- a) Set date for Annual Organizational Meeting: December 13, 2017.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/08/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 10/20/2017 and 10/27/2017.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 10/20/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12561292	2073	ACCUCUT TRC Supplies	\$413.00
12561293	5897	ACSA KINGS CHARTER Travel & Conf	\$750.00
12561294	1142	MICHELE ALEXANDER Mileage	\$216.14
12561295	7059	MARIA ALVAREZ Mileage	\$39.91
12561296	6431	AMAZON.COM Allowance/Inst'l Matl's/Supplies	\$9,030.30
12561297	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Services	\$2,428.14
12561298	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Services	\$312.63
12561299	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$4,169.82
12561300	3258	BANK OF AMERICA Travel & Conf	\$2,768.71
12561301	1363	BEST BUY Food	\$11.07
12561302	3178	ERIN BOLING Allowance	\$100.00
12561303	7032	BSK ASSOCIATES Buildings & Improvements	\$4,500.00
12561304	236	STATE OF CALIFORNIA Other Services	\$2,257.00
12561305	242	STATE OF CALIFORNIA Fuel	\$29.58
12561306	7060	GENEVIEVE CAMPA Allowance	\$156.26
12561307	6468	NICOLE CARTLEDGE Allowance	\$115.47
12561308	7062	YADIRA CASTREJON GRANADOS Supplies	\$10.70
12561309	1667	CDW GOVERNMENT INC. IT Supplies	\$250.38
12561310	3068	DEBRA COLVARD Mileage	\$68.16
12561311	6414	CONSOLIDATED TESTING LABORATORY Land Acquisition	\$4,200.00
12561312	4815	DIGITECH INTEGRATIONS INC Other Services	\$144.00
12561313	4815	DIGITECH INTEGRATIONS INC Other Services	\$144.00
12561314	7047	DINUBA LUMBER COMPANY INC. Student Garden Supplies	\$130.03
12561315	4346	EAI EDUCATION Inst'l Matl's	\$28.95
12561316	492	ELLISON EDUCATIONAL EQUIPMENT Inst'l Matl's	\$104.04
12561317	497	EMPLOYMENT DEVELOPMENT DEPT. State Unemployment Insurance	\$3,810.40
12561318	2155	JAVIER ESPINDOLA Entry Fee	\$324.31
12561319	6453	FLOWERS BAKING COMPANY Food	\$2,980.80
12561320	6232	FOLLETT LIBRARY RESOURCES Books	\$1,866.84
12561321	6173	FP MAILING SOLUTIONS Lease	\$637.77
12561322	1769	FRESNO PRODUCE Food	\$18,090.35
12561323	6982	FUN AND FUNCTION Special Ed Matl's	\$78.94
12561324	2749	GARDA CL WEST INC. Other Services	\$493.26
12561325	1393	GAS COMPANY Gas	\$192.05
12561326	591	GOLD STAR FOODS Food	\$10,783.36
12561327	5541	JOANN GRAHAM Mileage	\$68.16
12561328	3656	HANFORD AUTO & TRUCK PARTS Maint/Grounds/Transportation Supplies	\$785.69
12561329	2045	HILLCREST FARMS Study Trip	\$630.00
12561330	6069	INTERACTIVE EDUCATIONAL SERVICES INC Other Services	\$6,000.00
12561331	759	DARYL L. JOHNSON Allowance	\$19.95
12561332	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,197.56
12561333	1783	KELLER MOTORS Transportation Supplies	\$62.76
12561334	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$95.32
12561335	3962	KINGS COUNTY GLASS Repairs	\$85.25
12561336	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$752.78
12561337	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$89.75
12561338	808	KINGS WASTE & RECYCLING Garbage	\$362.00
12561339	6962	KRAZAN AND ASSOCIATES INC. Buildings & Improvements	\$2,302.00

Warrant Register For Warrants

Dated 10/20/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12561340	827	LA TAPATIA TORTILLERIA INC. Food	\$733.37
12561341	986	LAWNMOWER MAN Grounds Supplies	\$100.82
12561342	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$348.56
12561343	6887	BENJAMIN LOPEZ Mileage	\$41.20
12561344	6413	LYNZI LOWE Mileage	\$39.91
12561345	3719	FLORITA MAGALLON Supplies	\$9.49
12561346	6953	MARKO CONSTRUCTION GROUP INC. Buildings & Improvements	\$313,598.79
12561347	2903	JAIME MARTINEZ Travel & Conf	\$44.00
12561348	5510	NEWEGG.COM IT Supplies	\$324.42
12561349	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$6,265.51
12561350	6674	PHYSIUS PHYSICAL THERAPY & WELLNESS Other Services	\$150.00
12561351	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,414.73
12561352	7057	RENA RAMIREZ Prepaid Meals	\$47.75
12561353	1303	SAVE MART SUPERMARKETS Food	\$59.98
12561354	5452	SUSAN SCHNEIDER Allowance	\$200.00
12561355	4333	SCHOOLMART Warehouse	\$642.47
12561356	1332	SEARS ROEBUCK & CO. Athletic Equipment	\$289.53
12561357	5597	THE SENTINEL Subscription	\$287.57
12561358	3131	SHERWIN-WILLIAMS CO Maint Supplies	\$30.63
12561359	1801	SMART & FINAL STORES (HFD KIT) Food	\$296.88
12561360	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$17,139.90
12561361	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$466.00
12561362	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$7,920.30
12561363	6567	AUBREY STANTON Mileage	\$30.82
12561364	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$216.94
12561365	1444	SYSCO FOODSERVICES OF MODESTO Food/Supp	\$27,762.80
12561366	3665	TECH MUSEUM OF INNOVATION Study Trip	\$344.00
12561367	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12561368	6944	TETER LLP Buildings & Improvements	\$7,778.12
12561369	3749	ULINE INC Equipment	\$2,515.79
12561370	1521	UNITED REFRIGERATION INC. Maint Supplies	\$5,602.61
12561371	1525	UNIVERSAL SPECIALTIES INC. Maint Supplies	\$2,262.13
12561372	2653	VALLEY OXYGEN Maint/Grounds Supplies	\$87.22
12561373	2404	VAVRINEK TRINE DAY & CO. LLP Audit	\$12,192.00
12561374	5655	VOSSLER FARMS Study Trip	\$450.00
12561375	7058	DORA WALSH Prepaid Meals	\$15.60
12561376	6943	WEST VALLEY SUPPLY Grounds Supplies	\$134.06

Total Amount of All Warrants:

\$515,282.49

Credit Card Register For Payments
Dated 10/20/2017

Document Number	Vendor Number	Vendor Name	Amount
14021107	2	A-Z BUS SALES INC Transportation Supplies	\$921.56
14021108	949	AMERICAN INCORPORATED Repairs	\$243.00
14021109	126	BEDARD CONTROLS INC. Repairs	\$8,723.51
14021110	176	BSN SPORTS Athletic Supplies	\$85.76
14021111	273	CASBO Travel & Conf	\$760.00
14021112	366	CORWIN PRESS Inst'l Consultant	\$5,000.00
14021113	416	DEMCO INC. TRC Supplies	\$101.92
14021114	652	HANFORD SENTINEL Other Services	\$1,166.25
14021115	1111	J W PEPPER & SON INC Band Supplies	\$546.18
14021116	1802	MEDALLION SUPPLY Transportation Supplies	\$9.50
14021117	1002	MORGAN & SLATES INC. Maintenance Supplies	\$162.41
14021118	3335	SCHOOLDUDE.COM Other Services	\$6,422.06
14021119	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$147.54
Total Amount of All Credit Card Payments:			\$24,289.69

Warrant Register For Warrants

Dated 10/27/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12561866	5902	RAQUEL ALVAREZ Allowance	\$133.05
12561867	4390	JOHN ARNETT Other Services	\$70.00
12561868	1676	BAND SHOPPE Band Supplies	\$512.05
12561869	7067	JORGE BARBA Other Services	\$21.00
12561870	839	SUSAN BETTENCOURT Travel & Conf/Mileage	\$41.91
12561871	6581	JENNIFER BROUSSARD Mileage	\$79.07
12561872	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$1,195.00
12561873	5697	CALIFORNIA SCIENCE CENTER Study Trip	\$50.00
12561874	5908	CALIFORNIANS DEDICATED TO Travel & Conf	\$1,380.00
12561875	1667	CDW GOVERNMENT INC. Technology Devices	\$414,304.18
12561876	324	CHILDS & COMPANY INC. Maintenance Supplies	\$2,624.53
12561877	331	CLASSIC CHARTER Transportation	\$4,992.00
12561878	3068	DEBRA COLVARD Travel & Conf	\$18.42
12561879	3611	CONSCIOUS TEACHING LLC Books	\$105.17
12561880	4178	COOK'S COMMUNICATION Radio Accessories	\$54.81
12561881	6585	CUE CONFERENCE Travel & Conf	\$1,060.00
12561882	4571	ERICA D'SOUZA Allowance	\$24.77
12561883	6721	DAULT LEWIS FLOORING PARTNERSHIP Repairs	\$4,650.00
12561884	6738	DEPT OF CONSERVATION Buildings & Improvements	\$3,600.00
12561885	5853	RITA DIAZ Mileage	\$45.10
12561886	4815	DIGITECH INTEGRATIONS INC Repairs	\$182.57
12561887	4512	DIV. OF STATE ARCHITECT Buildings & Improvements	\$500.00
12561888	4512	DIV. OF STATE ARCHITECT Buildings & Improvements	\$37,650.00
12561889	556	JOY GABLER Travel & Conf	\$43.00
12561890	556	JOY GABLER Travel & Conf/Mileage	\$250.74
12561891	1393	GAS COMPANY Gas	\$121.34
12561892	5323	NATIVIDAD GEORGE Supplies	\$27.86
12561893	3305	GILBERT ELECTRIC COMPANY Repairs	\$500.00
12561894	5541	JOANN GRAHAM Travel & Conf	\$16.00
12561895	5541	JOANN GRAHAM Travel & Conf	\$18.00
12561896	7043	GRASSROOTS WORKSHOPS Travel & Conf	\$11,880.00
12561897	641	HANFORD ELEM. REVOLVING FUND Books/Payroll Liability Holdings	\$469.07
12561898	5216	HANFORD ELEMENTARY SCHOOL DISTRICT Insurance	\$3,240.00
12561899	713	HOUGHTON MIFFLIN Inst'l Consultant	\$15,000.00
12561900	796	KINGS COUNTY OFFICE OF ED Other Services	\$644.00
12561901	6962	KRAZAN AND ASSOCIATES INC. Buildings & Improvements	\$3,821.00
12561902	6356	MAUREEN KUIPER Allowance	\$73.00
12561903	2033	ROSEMARY LERMA Allowance	\$200.00
12561904	6657	FRANK LOURENCO Other Services	\$10.00
12561905	7065	YOLANDA MACIAS Other Services	\$25.00
12561906	6617	LESLIE MARAIN Mileage	\$45.10
12561907	2243	MATSON ALARM Alarm Services	\$367.50
12561908	3920	MID-VALLEY JAZZ FESTIVAL Entry Fees	\$350.00
12561909	994	MOBILE MODULAR MGMT. CORP. Leases	\$13,236.00
12561910	6050	NETSOURCE GLOBAL INC IT Supplies	\$1,219.78
12561911	1058	OFFICE DEPOT Office Supplies	\$541.78
12561912	4673	JAMIE OLIVEIRA Allowance	\$99.34
12561913	1071	ORIENTAL TRADING CO. INC. READY Supplies	\$136.81

Warrant Register For Warrants

Dated 10/27/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12561914	1112	PEREIRA'S FLOOR COVERING Repairs	\$1,320.00
12561915	3072	JENNIFER PITKIN Supplies	\$134.69
12561916	1188	QUILL CORPORATION Warehouse	\$83.46
12561917	3168	SCHOOLWORKS INC. Other Services	\$7,000.00
12561918	5170	SCORE SPORTS Athletic Supplies	\$413.62
12561919	1356	SILVAS OIL COMPANY INC. Fuel	\$541.51
12561920	1374	SMART & FINAL STORES (HFD DO) Food Supplies	\$337.74
12561921	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$19,910.15
12561922	6921	GREG STRICKLAND Travel & Conf/Mileage	\$168.23
12561923	2188	SUPPLYWORKS Warehouse/Custodial Supplies	\$894.30
12561924	6823	TCG GROUP HOLDINGS Other Services	\$252.00
12561925	1506	TWB INSPECTIONS Buildings & Improvements	\$6,150.00
12561926	3154	UPS Postage	\$19.38
12561927	1558	VERIZON WIRELESS Telephone	\$652.98
Total Amount of All Warrants:			\$563,507.01

Credit Card Register For Payments
Dated 10/27/2017

Document Number	Vendor Number	Vendor Name	Amount
14021189	3599	4IMPRINT INC Inst'l Matl's	\$548.28
14021190	1839	ATLAS PEN & PENCIL CORP. Inst'l Matl's	\$761.08
14021191	126	BEDARD CONTROLS INC. Repairs	\$575.00
14021192	5339	BEYOND MENTION DESIGNS LLC Shirts	\$1,620.01
14021193	4876	BRAIN POP Software Licenses	\$2,395.00
14021194	273	CASBO Travel & Conf	\$75.00
14021195	2321	GRAPHIC ENTERPRISES INC. Inst'l Matl's	\$339.95
14021196	5690	INDOFF INCORPORATED Equipment	\$840.14
14021197	806	KINGS COUNTY TROPHY Awards	\$816.17
14021198	4276	LEARNING A-Z Software Licenses	\$1,732.50
14021199	2524	ROCHESTER 100 INC. Inst'l Matl's	\$842.50
14021200	5391	STARFALL EDUCATION Software Licenses	\$540.00
14021201	2173	US GAMES Athletic Supplies	\$1,279.32
14021202	1555	VENTURE SIX INC. Health Supplies	\$804.70
Total Amount of All Credit Card Payments:			\$13,169.65

Hanford Elementary School District
Minutes of the Regular Board Meeting
October 25, 2017

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 25, 2017 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garcia called the meeting to order at 5:30 p.m. Trustee Garner, Hernandez, Revious and Strickland were present. Trustee Garner joined at 6:05.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Debra Colvard, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, and Jay Strickland.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
- Open Session** Trustees returned to open session at 6:07 p.m.
- Case #18-08** Trustee Hernandez moved to accept the Findings of Facts and expel Case #18-08 for the 2017-2018 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on October 23, 2017. However, Trustee Hernandez further moved that the parents may apply for readmission immediately. If readmission is granted, the expulsion order shall be suspended and student may attend regular school. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Abstain
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Case #18-09, 18-10, 18-11, 18-12, 18-13** Trustee Hernandez moved to accept the Findings of Facts and expel Case #18-09, #18-10, #18-11, #18-12, #18-13 for the remainder of the 2017-2018 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on October 23, 2017. Parents may apply for Readmission on or after June 6, 2018. Trustee Strickland seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Abstain
 - Hernandez – Yes
 - Revious – Abstain
 - Strickland – Yes
- Public Comments** None
- Board and Staff Comments** Trustee Garcia stated he was invited to visit the Hamilton READY Student Leadership Meeting. He was impressed with how organized the meeting ran. They followed the agenda, approved the minutes from last meeting, they discussed what they can do to help the community. Currently they are working with Salvation Army on a can food drive. All the students present were engaged.

Trustee Revious stated Simas School had a jog-a-thon in which his grandson participated. Also, our Junior High Volleyball teams have some great players.

Trustee Garner wanted to recognize Jay Strickland for helping a family in crisis. He went the extra step and personally went to KCAO instead of calling to get services for this family.

**Requests to
Address the Board** None

**Dates to
Remember** President Garcia reviewed dates to remember: November 3rd End of First Trimester, November 8th Regular Board Meeting at 5:30 p.m., November 10th Holiday – Veteran's Day, November 18th Junior High Wrestling Tournament at 9:00 a.m. 20-21

CONSENT ITEMS

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

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

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

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

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

Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Abstain

The items approved are as follows:

- a) Warrant listings dated 10/6/17 and 10/13/17.
- b) Minutes of Regular Board Meeting 10/11/17.
- c) Interdistrict transfers as recommended.
- d) Donation of 50 backpack with school supplies for MLK.
- e) Donation of \$2,375.58 from HESD Educational Foundation for teacher mini-grants.
- f) Donation of \$2,500.00 from HESD Educational Foundation for HESD READY Program.

INFORMATION ITEMS

- 2017 CAASPP** Joy C. Gabler, Superintendent, presented for information a power point presentation on the results from the 2017 California Assessment of Student Performance and Progress (CAASPP). The results focused on met and exceeded percentages for the purpose of reporting to the Board on our progress as a district. She informed the Board that the California School Dashboard, which will provide our results in the new accountability model, will be available in November.
- Trustee Garner asked if the district is still using benchmark testing to monitor student progress throughout the year. Superintendent Gabler answered the district has been using the interim assessments provided by the Smarter Balanced Assessment Consortium (SBAC) – the developers of the state assessment. Superintendent Gabler added that the district is looking to develop benchmarks since the interim assessments have not provided the information needed to monitor student progress. Although she added, that some recent improvements to the interims may provide us with the information we need.
- Trustee Strickland asked if it's based on Common Core. Superintendent Gabler answered yes.
- Trustee Garner asked how is it scored. Superintendent Gabler answered the test has multiple choice and written responses. The multiple choice items are scored by computer and the written responses are scored by teams of scorers. HESD staff has attended training on the scoring process.
- Trustee Strickland asked if the data is incorporated with LCAP. Doug Carlton answered it is required. Superintendent Gabler added that the data used for LCAP will be pulled from the California School Dashboard and the new accountability model based on the 5-by-5 color coded grid.
- Williams Uniform Complaints** Joy C. Gabler, Superintendent, reported to the Board that the District received no Williams Complaints for the first quarter (7/1/17 – 9/30/17) of the 2017-2018 school year.
- AR 5111.1** Jay Strickland, Director Child Welfare & Attendance, presented for information the following revised Administrative Regulation:
- AR 5111.1 – District Residency
- BP 5116.2** Jay Strickland, Director Child Welfare & Attendance, presented for information the following new Board Policy:
- BP 5116.2 – Involuntary Student Transfer
- AR 6173.3** Jay Strickland, Director Child Welfare & Attendance, presented for information the following new Administrative Regulation:
- AR 6173.3 – Education for Juvenile Court School Students
- AR 3543** Gerry Mulligan, Director of Facilities and Operations, presented for information the following revised Administrative Regulation:
- AR 3543 – Transportation Safety and Emergencies
- BP/AR 5131.6** Jill Rubalcava, Assistant Superintendent to Curriculum, Instruction & Professional Development, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5131.6 – Alcohol and Other Drugs

- AR 4157.1/4257.1/4357.1** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Administrative Regulation:
- AR 4157.1/4257.1/4357.1 – Work Related Injury/Illness Insurance

BOARD POLICIES AND ADMINISTRATION

- Key2Ed** Trustee Garner made a motion to approve the consultant contract with Key2Ed, Facilitated IEPs for rsp teacher really give protocol and folosivy with iep's that these meetng are meting ful to parents and sstudnet.s. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Blackboard Inc.** Trustee Strickland made a motion to approve the agreement with Blackboard Inc. for emergency mass phone notification services to parents. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Blair, Church & Flynn** Trustee Strickland made a motion to approve the agreement with Blair, Church & Flynn. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- BP 0420.41** Trustee Strickland made a motion to approve the revised Board Policy 0420.41 – Charter School Oversight. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- AR 3311.2** Trustee Strickland made a motion to approve the new Administrative Regulation 3311.2 – Lease-Leaseback Contracts. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- AR 3311.3** Trustee Revious made a motion to approve the new Administrative Regulation 3311.3 – Design-Build Contracts. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes

Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP/AR 4030 Trustee Revious made a motion to approve the revised Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP/AR 4119.11/ 4219.11/4319.11 Trustee Revious made a motion to approve the revised Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 – Sexual Harassment. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP/AR 4127/ 4227/4327 Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation 4127/4227/4327 – Temporary Athletic Team Coaches. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP 4151/4251/ 4351 Trustee Strickland made a motion to approve the revised Board Policy 4151/4251/4351 – Employee Compensation. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

AR 4161.1/ 4261.1/4361.1 Trustee Strickland made a motion to approve the revised Administrative Regulation 4161.1 – Personal Illness/Injury Leave Certificated Personnel, 4261.1 – Personal Illness/Injury Leave Classified Personnel, 4361.1 – Personal Illness/Injury Leave, management Supervisory and Confidential Personnel. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

Trustee Strickland made a motion to take Personnel items "a" through "e" together. Trustee Garner seconded; motion carried 5-0:

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

Trustee Strickland then made a motion to approve Personnel items "a" through "e". Trustee Revious seconded; the motion carried 5-0:

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

Item "a" – Employment

Classified

- Andrice Dean, Special Education Aide – 5.0 hrs., Lincoln, effective 10/13/17
- Miguel Rodriguez, Custodian II – 8.0 hrs., Richmond, effective 10/9/17
- Julius Rojas, READY Program Tutor – 4.5 hrs., Lincoln, effective 10/13/17

Temporary Employees/Substitutes/Yard Supervisors

- Alex Acevedo, Short-term Custodian II – 8.0 hrs., Washington, effective 10/16/17 to 12/4/17
- Oscar Barron Jr., Clerk Typist I, Licensed Vocational Nurse and Yard Supervisor, effective 10/13/17
- Monique Cantu, Short-term READY Program Tutor – 4.5 hrs., King, effective 10/9/17 to 11/17/17
- Olga Hernandez, Short-term Bilingual Clerk Typist II – 4.0 hrs., effective 10/26/17 and 8.0 hrs., effective 10/27/17 to 12/15/17, Kennedy (revised site)
- Amy James, Substitute Yard Supervisor, effective 10/13/17
- Alysha Knox, Short-term Yard Supervisor – 1.5 hrs., Richmond, effective 10/16/17 to 12/15/17
- Jeanette Lewis, Yard Supervisor – 2.0 hrs., Hamilton, effective 10/16/17
- Stephanie Llamas, Short-term Bilingual Aide I – 1 to 5 hrs., Curriculum, Instruction and Professional Development, effective 10/5/17 to 5/30/18
- Lauren Magpayo, Short-term READY Program Tutor – 3.0 hrs., (M,T,Th,F) and 5.25 hrs. (W), Lincoln, effective 10/12/17 to 12/15/17
- Lauree Mallard, Substitute Clerk Typist II and Special Education Aide, effective 10/5/17
- Bertha Martin, Short-term Bilingual Aide I – 1 to 5 hrs., Curriculum, Instruction and Professional Development, effective 10/5/17 to 5/30/18
- Carmen Olivares, Short-term Bilingual Aide I – 1 to 5 hrs., Curriculum, Instruction and Professional Development, effective 10/5/17 to 5/30/18
- Christian Romero, Short-term Yard Supervisor – 2.5 hrs., Simas, effective 10/3/17 to 10/31/17
- Veronica Rubalcava, Substitute Yard Supervisor, effective 10/9/17
- Megan Schaub, Short-term READY Program Tutor – 4.5 hrs. (M,T,Th,F) and 5.25 hrs. (W), Lincoln; Short-term Yard Supervisor – 1.25 hrs. (W), Lincoln, effective 10/12/17 to 12/15/17
- Sherri Sumaya, Yard Supervisor – 3.0 hrs., Hamilton, effective 10/13/17
- Victor Torres, Short-term Bilingual Aide I – 1 to 5 hrs., Curriculum, Instruction and

- Professional Development, effective 10/5/17 to 5/30/18
- Toulee Xiong, Substitute Custodian I, effective 10/13/17

Item "b" – Resignations

- Ashley Candelaria, Yard Supervisor – 2.75 hrs., Hamilton, effective 10/12/17
- Cherii Martin, Substitute Babysitter and Yard Supervisor, effective 6/7/17
- Stacey Paez, Yard Supervisor – 2.75 hrs., Roosevelt, effective 10/13/17
- Betty Palmer, Substitute Yard Supervisor, effective 10/13/17
- Jacqueline Wong, Yard Supervisor – 1.5 hrs., Washington, effective 8/31/17

Item "c" – More Hours

- John Garcia, Yard Supervisor, from 2.5 hrs. to 2.75, Wilson, effective 9/15/17
- Fidel Gonzalez, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Wilson, effective 9/15/17
- Christian Romero, Short-term Yard Supervisor, from 1.5 hrs. to 2.5 hrs., Simas, effective 10/3/17 to 10/31/17
- Rayshawna Tapia, Short-term Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Simas, effective 10/3/17 to 12/15/17

Item "d" – Decrease in Hours

- Estevan Alcala, Short-term Yard Supervisor, from 3.25 hrs. to 2.0 hrs., Monroe, effective 9/28/17 to 10/31/17

Item "e" – Volunteers

<u>Name</u>	<u>School</u>
Griselda Garcia	Hamilton
Abigail Hall	Hamilton
Amy Fochetti (HESD Employee)	Jefferson
Miranda Mendoza-Robinson (HESD Employee)	Jefferson
Marisela Escareno	King
Esmeralda Juarez	King
Joshua Ryan	King
Norma Cabrera	Lincoln
Kimberly Dias	Monroe
Samantha Girty	Monroe
Lorena Soto	Monroe
Daniel Adams	Richmond
Melissa Adams	Richmond
Sharri Davis	Richmond
Christina Heckathorn (HESD Employee)	Richmond
Laura Limon	Richmond
Alicia Marquez	Richmond
Patricia Morelock	Richmond
Melissa Scott (HESD Employee)	Richmond
Betty Palmer	Roosevelt
Michelle Dove	Simas
Elaine Munoz	Simas
Mark Smith	Simas
Brittany Winters (HESD Employee)	Simas
Melissa Ediger (HESD Employee)	Washington
Sue Hernandez	Washington
Gloria Lopez	Washington
Deyanira Luevanos	Washington
Megan Price	Washington
Tricia Reggler	Washington
Wendy Stivers	Washington

Adjournment There being no further business, President Garcia adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved: _____
Robert Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-158	A	Roosevelt	Pioneer	10/30/2017
I-159	A	Roosevelt	Pioneer	10/30/2017
I-160	A	Roosevelt	Pioneer	10/30/2017
I-161	A	Lincoln	Armona	10/30/2017
I-162	A	Kennedy	Armona	10/30/2017
I-163	A	Wilson	Armona	10/30/2017
I-164	A	Simas	Armona	10/30/2017
I-165	A	Richmond	Kit Carson	10/30/2017
I-166	A	Richmond	Kit Carson	10/30/2017

No	A/D	Sch Req'd	Home Sch	Date
O-165	A	Lemoore	Simas	10/30/2017
O-166	A	Armona	Wilson	10/30/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: October 17, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 8, 2017

ITEM: Donation of 20 bicycle helmets from the Hanford Police Department

PURPOSE: To provide safety helmets to students who receive a bicycle refurbished by the Jefferson READY students as part of their service learning project.

FISCAL IMPACT: N/A

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: October 17, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 8, 2017

ITEM: Donation of folders, crayons and notebooks from Old Navy

PURPOSE: To provide READY Program students identified as homeless or in foster care school supplies.

FISCAL IMPACT: N/A

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsey Calvillo

DATE: October 18, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 8, 2017

ITEM: Consider acceptance of donation of \$183.84 from eScrip Program to Lee Richmond Elementary School.

PURPOSE: To be used for purchase of instructional supplies or study trip expenses for the 2017-2018 School Year.

FISCAL IMPACT: 0100-1100-0-1110-1000-430000-025-0000

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis 

DATE: October 16, 2017

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

Date you wish to have your item considered: November 8, 2017

ITEM: Donation of \$178.19 from eScripPURPOSE: Accept donation of \$178.19 from eScripMaterials & Supplies \$178.19
0100-1100-0-1110-4000-430000-024-0000FISCAL IMPACT (if any): \$178.19RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 11/08/2017

ITEM:

Receive for information monthly financial reports for the period of 07/01/2017-10/31/2017.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2017-10/31/2017. These reports have incorporated the latest board approved budget revisions.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 0100 General Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,017,986.36	\$10,017,986.36		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$13,894,717.94	\$52,277,979.00	26.58	73.42
2) Federal Revenues	8100-8299	\$0.00	\$631,670.73	\$4,027,513.00	15.68	84.32
3) Other State Revenues	8300-8599	\$0.00	\$185,966.32	\$5,576,775.00	3.33	96.67
4) Other Local Revenues	8600-8799	\$0.00	\$550,368.63	\$2,152,524.07	25.57	74.43
5) Total, Revenues		\$0.00	\$15,262,723.62	\$64,034,791.07	23.84	76.16
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$0.00	\$7,277,343.53	\$26,752,924.00	27.20	72.80
2) Classified Salaries	2000-2999	\$0.00	\$3,230,170.77	\$10,593,536.00	30.49	69.51
3) Employee Benefits	3000-3999	\$0.00	\$3,520,603.29	\$15,814,002.00	22.26	77.74
4) Books and Supplies	4000-4999	\$0.00	\$1,478,060.91	\$4,939,443.78	29.92	70.08
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$1,611,732.92	\$3,618,577.54	44.54	55.46
6) Capital Outlay	6000-6999	\$0.00	\$77,214.57	\$431,706.67	17.89	82.11
7) Other Outgo(excl. 7300`s)	7100-7499	\$0.00	\$190,866.00	\$1,315,583.00	14.51	85.49
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$334,000.00)	0.00	100.00
9) Total Expenditures		\$0.00	\$17,385,991.99	\$63,131,772.99	27.54	72.46
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$797,181.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$797,181.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$2,123,268.37)	\$105,837.08		
ENDING FUND BALANCE			\$7,894,717.99	\$10,123,823.44		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 0900 Charter Schools Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$361,412.19	\$361,412.19		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$924,333.00	\$3,696,898.00	25.00	75.00
3) Other State Revenues	8300-8599	\$0.00	\$3,298.77	\$330,346.00	1.00	99.00
4) Other Local Revenues	8600-8799	\$0.00	\$1,627.13	\$9,350.89	17.40	82.60
5) Total, Revenues		\$0.00	\$929,258.90	\$4,036,594.89	23.02	76.98
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$0.00	\$439,416.99	\$1,675,837.00	26.22	73.78
3) Employee Benefits	3000-3999	\$0.00	\$132,338.26	\$689,533.00	19.19	80.81
4) Books and Supplies	4000-4999	\$0.00	\$24,173.01	\$130,359.12	18.54	81.46
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$38,657.05	\$1,275,462.00	3.03	96.97
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$5,010.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$185,000.00	0.00	100.00
9) Total Expenditures		\$0.00	\$634,585.31	\$3,961,201.12	16.02	83.98
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$66,750.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$66,750.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$294,673.59	\$8,643.77		
ENDING FUND BALANCE			\$656,085.78	\$370,055.96		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 1300 Cafeteria Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,346,224.92	\$1,346,224.92		
REVENUES						
2) Federal Revenues	8100-8299	\$0.00	\$205,246.10	\$2,930,549.00	7.00	93.00
3) Other State Revenues	8300-8599	\$0.00	\$18,308.39	\$207,776.00	8.81	91.19
4) Other Local Revenues	8600-8799	\$0.00	\$55,984.31	\$329,951.00	16.97	83.03
5) Total, Revenues		\$0.00	\$279,538.80	\$3,468,276.00	8.06	91.94
EXPENDITURES						
2) Classified Salaries	2000-2999	\$0.00	\$321,349.63	\$1,095,802.00	29.33	70.67
3) Employee Benefits	3000-3999	\$0.00	\$101,944.34	\$383,365.00	26.59	73.41
4) Books and Supplies	4000-4999	\$0.00	\$399,257.29	\$1,816,803.00	21.98	78.02
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$8,432.92	(\$12,998.72)	(64.88)	164.88
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$35,000.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$149,000.00	0.00	100.00
9) Total Expenditures		\$0.00	\$830,984.18	\$3,466,971.28	23.97	76.03
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$551,445.38)	\$1,304.72		
ENDING FUND BALANCE			\$794,779.54	\$1,347,529.64		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 1400 Deferred Maintenance Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$18,724.12	\$18,724.12		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$373.89	\$1,200.00	31.16	68.84
5) Total, Revenues		\$0.00	\$300,373.89	\$301,200.00	99.73	0.27
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$1,312.11	\$101,200.00	1.30	98.70
6) Capital Outlay	6000-6999	\$0.00	\$87,672.79	\$218,724.12	40.08	59.92
9) Total Expenditures		\$0.00	\$88,984.90	\$319,924.12	27.81	72.19
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$211,388.99	(\$18,724.12)		
ENDING FUND BALANCE			\$230,113.11	\$0.00		

13 Hanford Elementary School District
Fiscal Year: 2018
Requested by dendo

Fiscal Position Report
November 2017

Fund: 1500 Pupil Transportation Equip

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$48,307.97	\$48,307.97		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$131.49	\$500.00	26.30	73.70
5) Total, Revenues		\$0.00	\$131.49	\$500.00	26.30	73.70
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$131.49	\$500.00		
ENDING FUND BALANCE			\$48,439.46	\$48,807.97		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report
 November 2017

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,875,076.96	\$1,875,076.96		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$5,103.68	\$19,000.00	26.86	73.14
5) Total, Revenues		\$0.00	\$5,103.68	\$19,000.00	26.86	73.14
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$863,931.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$863,931.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$5,103.68	\$882,931.00		
ENDING FUND BALANCE			\$1,880,180.64	\$2,758,007.96		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

Fund: 2100 Building Fund-Local

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$8,553,055.44	\$8,553,055.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$23,001.47	\$44,000.00	52.28	47.72
5) Total, Revenues		\$0.00	\$23,001.47	\$44,000.00	52.28	47.72
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$1,069,704.29	\$4,400,000.00	24.31	75.69
9) Total Expenditures		\$0.00	\$1,069,704.29	\$4,400,000.00	24.31	75.69
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$1,046,702.82)	(\$4,356,000.00)		
ENDING FUND BALANCE			\$7,506,352.62	\$4,197,055.44		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 2500 CapitalFacilities Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$760,146.11	\$760,146.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$171,640.63	\$267,000.00	64.28	35.72
5) Total, Revenues		\$0.00	\$171,640.63	\$267,000.00	64.28	35.72
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$185,192.40	\$257,328.00	71.97	28.03
6) Capital Outlay	6000-6999	\$0.00	\$9,116.25	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$194,308.65	\$257,328.00	75.51	24.49
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$22,668.02)	\$9,672.00		
ENDING FUND BALANCE			\$737,478.09	\$769,818.11		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report
 November 2017

Fund: 4000 Special Reserve - Capital Outlay

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,732,960.11	\$3,732,960.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$10,154.16	\$9,000.00	112.82	(12.82)
5) Total, Revenues		\$0.00	\$10,154.16	\$9,000.00	112.82	(12.82)
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$19,200.00	\$840,000.00	2.29	97.71
9) Total Expenditures		\$0.00	\$19,200.00	\$840,000.00	2.29	97.71
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$9,045.84)	(\$831,000.00)		
ENDING FUND BALANCE			\$3,723,914.27	\$2,901,960.11		

13 Hanford Elementary School District
 Fiscal Year: 2018
 Requested by dendo

Fiscal Position Report

November 2017

11/1/2017 8:27:42AM

Fund: 6720 Self-Insurance/Other

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$383,392.38	\$383,392.38		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$97,449.49	\$688,023.26	14.16	85.84
5) Total, Revenues		\$0.00	\$97,449.49	\$688,023.26	14.16	85.84
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$240,077.85	\$706,477.00	33.98	66.02
9) Total Expenditures		\$0.00	\$240,077.85	\$706,477.00	33.98	66.02
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$142,628.36)	(\$18,453.74)		
ENDING FUND BALANCE			\$240,764.02	\$364,938.64		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 10/30/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 11/08/17

ITEM: Receive the following revised Board Policy for information:

- BP 0410 – Nondiscrimination in District Programs and Activities

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

The policy has been updated to reflect new law which prohibits the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. In addition, language was added regarding the use of uniform compliant procedures to investigate and resolve any allegation of unlawful discrimination and expands the means by which notice of the district's nondiscrimination policy will be distributed. The updated policy also reflects new law which requires districts to post specified information regarding Title IX on the district website and adds the district's responsibility to make our web site accessible to individuals with disabilities.

FISCAL IMPACT: None**RECOMMENDATIONS:** Consider for adoption at the next public Board Meeting.

Hanford ESD

Board Policy

Nondiscrimination In District Programs And Activities

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board-of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; at the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

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

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites~~1312.3 - Uniform Complaint Procedures~~)

~~(cf. 1114 - District-Sponsored Social Media)~~

~~4031 - Complaints Concerning Discrimination in Employment)~~

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

(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes and any implementing standards and/or regulations.

(cf. 6163.2 - Animals ~~at~~ School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may

include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials.

(cf. 6020 - Parent Involvement)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent of Special Services

(title or position)

714 North White Street

(address)

559-585-3600

(telephone number)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs
 UNITED STATES CODE, TITLE 20
 1400-1482 Individuals with Disabilities in Education Act
 1681-1688 Discrimination based on sex or blindness, Title IX
 2301-2415 Carl D. Perkins Vocational and Applied Technology Act
 6311 State plans
 6312 Local education agency plans
 UNITED STATES CODE, TITLE 29
 794 Section 504 of the Rehabilitation Act of 1973
 UNITED STATES CODE, TITLE 42
 2000d-2000d-7 Title VI, Civil Rights Act of 1964
 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
 2000h-2000h-6 Title IX
 12101-12213 Americans with Disabilities Act
 CODE OF FEDERAL REGULATIONS, TITLE 28
 35.101-35.190 Americans with Disabilities Act
 36.303 Auxiliary aids and services
 CODE OF FEDERAL REGULATIONS, TITLE 34
 100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
 104.1-104.39 Section 504 of the Rehabilitation Act of 1973
 106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
 106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

[Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016](#)

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

~~[Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013](#)~~

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

[CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS](#)
[California Law Prohibits Workplace Discrimination and Harassment](#)

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

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

[Dear Colleague Letter: Harassment and Bullying, October 2010](#)

[Dear Colleague Letter: Electronic Book Readers, June 29, 2010](#)

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

[Accessibility of State and Local Government Websites to People with Disabilities, June 2003](#)

[WORLD WIDE WEB CONSORTIUM PUBLICATIONS](#)

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org/>

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:
<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy adopted: HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 29, 1994 Hanford, California

revised: September 19, 2001

revised: June 15, 2006

revised: September 10, 2014

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 10/30/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 11/08/17

ITEM: Receive the following revised Board Policy for information:

- BP & AR 5145.3 – Nondiscrimination/Harassment

PURPOSE: The following Board Policy & 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.

The mandated Board Policy was revised to clarify that the policy is applicable to off-campus conduct that may have a continuing impact on a student at school and that the district must investigate all allegations of discrimination of which it has notice and take action to address any discrimination found.

The mandated Administrative Regulation was updated to ensure consistency of reporting procedure with formal complaint process in the UCP and to clarify various provisions in the section on “Transgender and Gender-Nonconforming Students.”

FISCAL IMPACT: None**RECOMMENDATIONS:** Consider for adoption at the next public Board Meeting.

Hanford ESD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

The Governing Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at or any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.—(Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from~~includes~~ physical, verbal, nonverbal, or written conduct based on any of the categories listed above. ~~Unlawful discrimination also includes~~shall include the creation of a hostile environment ~~through~~when the prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or

participates in the reporting of unlawful discrimination, files or otherwise participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful~~regarding an incident of~~ discrimination.– Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program.

(cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1330 - Use of Facilities)
 (cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the~~for~~ behavior ~~that~~ is severe or pervasive as defined in Education Code 48900.4.– Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
 (cf. 4119.21/4219.21/4319.21 - Professional Standards)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the

district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 2010 Hanford, California

revised: August 22, 2012

revised: June 12, 2013

revised: September 10, 2014

revised: April 8, 2015

[revised:](#)

Hanford ESD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3

Students

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

~~Director of Special Services~~

~~714 N. White Street
Hanford, CA 93230
(559) 585-3617~~

Assistant Superintendent of Special Services

714 N. White Street
Hanford, CA 93230
559-585-3617

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

Measures to Prevent Discrimination

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

1. Publicize the district's nondiscrimination policy and related complaint procedures,

including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations.

2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)

a. The name and contact information of the district's Title IX coordinator, including the phone number and email address

b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:

(1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

(2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

(3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

4. Annually notify all students and parents/guardians of the district's nondiscrimination policy. ~~The notice shall inform, including its responsibility to provide a safe, nondiscriminatory school environment for all students and parents/guardians of the possibility that, including transgender and gender-nonconforming students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to~~

~~determine how best to accommodate that student.~~ The notice shall inform students and parents/guardians that ~~the district will not typically notify them of~~ they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual instances of transgender students participating student's interests and concerns in a program or activity private.

(cf. 5145.6 - Parental Notifications)

~~4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians~~

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

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

~~56.~~ Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. ~~Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for addressing issues related to all district students, including~~ transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~67.~~ At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

~~7~~

8. At the beginning of each school year, inform each principal or designee of the district's

responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

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

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond

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

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

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

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

(cf. 5125 - Student Records)

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

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

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

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

Any school employee who observes an incident of unlawful discrimination, including

discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

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

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

~~Upon receiving a complaint of-~~ Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

~~Gender identity means a student's gender-related identity, appearance, or behavior~~
Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

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

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

student's gender identity.

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

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

~~Acts~~ Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, ~~regardless of whether they are sexual in nature, where the act has or that have~~ the purpose or effect of having producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited ~~under state and federal law~~. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a ~~transgender~~ student ~~because his or excluding him/her mannerisms, hairstyle, or style of dress correspond to~~ from participating in activities for behavior or appearance that is consistent with his/her gender identity, ~~or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do~~ that does not conform to ~~stereotypes for his/her gender~~ stereotypical notions of masculinity or ~~are perceived~~ femininity, as ~~indicative of the other sex~~ applicable
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity ~~because the student is transgender or gender nonconforming~~
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.—

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's

transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

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

1. Right to privacy:– A student's transgender or gender-nonconforming status is his/her private information and the district ~~will~~shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In ~~the latter instance~~any case, the district shall ~~limit~~only allow disclosure ~~of a student's personally identifiable information to individuals reasonably believed~~employees with a legitimate educational interest as determined by the district pursuant to be able to protect the student's well-being.34 CFR 99.31. Any district employee to whom a ~~student discloses his/her~~student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this ~~procedure~~administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

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

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

3. Addressing a Student's Transition Needs:– The compliance officer shall arrange a

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

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: ~~The~~When the district ~~may maintain~~maintains sex-segregated facilities, such as restrooms and locker rooms, ~~and/or offers~~ sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. ~~A student, students~~ shall be ~~entitled~~permitted to access facilities and participate in programs and activities consistent with ~~his/her~~their gender identity. ~~If available and requested by any student, regardless of the underlying reason, the district shall offer options to~~To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

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

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

(cf. 5132 - Dress Code)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	August 13, 2014	Hanford , California
revised:	April 8, 2015	
revised:	December 9, 2015	
<u>revised:</u>		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 10/30/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 11/08/17

ITEM: Receive the following revised Board Policy for information:

- BP & AR 5145.7 – Sexual Harassment

PURPOSE: The following Board Policy & 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.

This mandated Board Policy was revised to clarify that the district must investigate every allegation of sexual harassment of which it has notice, whether or not a formal written complaint is filed. Additionally, interim measures to ensure safety of any student complainant or victim of sexual harassment must be taken.

The accompanying mandated Administrative regulation was revised to recommend how the district may address a report of off-campus sexually harassing conduct.

FISCAL IMPACT: None**RECOMMENDATIONS:** Consider for adoption at the next public Board Meeting.

Hanford ESD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board ~~of Trustees~~ is committed to maintaining a safe school environment that is free from harassment and discrimination. ~~The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities.~~ sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. ~~Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.~~ Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

~~Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3—Uniform Complaint Procedures.~~ The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

65. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

76. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged~~Any student who engages~~ in sexual harassment or sexual violence ~~at school or at a school-sponsored or school-related activity is~~ in violation of this policy ~~and~~ shall be subject to disciplinary action.- For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee~~Any staff member~~ found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated~~be subject to discipline up to and including dismissal~~ in accordance with law and the applicable ~~policies, laws, and/or~~ collective bargaining ~~agreement~~agreements.

~~(cf. 4117.4 - Dismissal)~~

(cf. 4117.7 - Employment Status Report)

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

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: August 22, 2012

revised: April 8, 2015

revised:

Hanford ESD

Administrative Regulation

Sexual Harassment

AR 5145.7
Students

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

(cf. 5131 - Conduct)
 (cf. 5131.2 - Bullying)
 (cf. 5137 - Positive School Climate)
 (cf. 5145.3 - Nondiscrimination/Harassment)

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

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

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

12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. -Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. -In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district

compliance officer. –The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaintIn any case of sexual harassment involves off-campus conduct, involving the principal shall assess whether, compliance officer, or any other person to whom the conduct may create incident would ordinarily be reported or contribute to filed, the creation of a hostile school environment. If he/she determines that a hostile environment may be created, report may instead be submitted the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbalSuperintendent or designee.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

informalWhen a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

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

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

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

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

reasonable steps to investigate and respond to the complaint consistent with the request.

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

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

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim~~Such~~ measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. ~~The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.~~

Notifications

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

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: August 22, 2012

revised: April 8, 2015

revised: December 9, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 10/30/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 11/08/17

ITEM: Receive the following revised Board Policy for information:

- E 9323.2 – Actions by the Board

PURPOSE: The following Board Policy & 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.

Minor revision made to add requirement for two-thirds vote of the Board when a K-8 district chooses to establish a Community Day School and a four-fifths vote when adopting a Resolution for a public works project.

FISCAL IMPACT: None

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

Hanford ESD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

Exhibit 1

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)
(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

7. When the district is organized to serve only grades K-8 and seeks to establish a community day school for any of grades K-8 (Education Code 48660)

~~7(cf. 6185 - Community Day School)~~

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

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

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

~~11(cf. 6185 - Community Day School)~~

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

(cf. 7214 - General Obligation Bonds)

1244. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

1342. Resolution to place a parcel tax on the ballot (Government Code 53724)

1443. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

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

(cf. 3110 - Transfer of Funds)

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

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

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

(cf. 3311 - Bids)

5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

Actions Requiring a Unanimous Vote of the Board:

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

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

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

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or

donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

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

Exhibit 2

9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

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

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

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

Sincerely,

(Name)

(Title of Board President or other designee)

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: September 9, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: October 31, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 8, 2017

ITEM: Approve recommended revisions to Board Policy & Administrative Regulation 5141.21
- Administering Medication & Monitoring Health Conditions

PURPOSE: The following Board Policy & Administrative Regulation are being recommended for updating as they delete requirements related to the administration of medication in cases of epileptic seizures, as Education Code 49414.7 release by its own terms on January 1, 2017, and to clarify that district may continue to administer such medication under the general authority in state law. In addition, the policy revisions include authorization for district so stock and administer medication in cases of opioid overdose, as well as revises the definition of epinephrine auto-injectors.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

~~The Board of Trustees~~ The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. ~~Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.~~

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

~~In addition, the~~ The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When ~~Any allowed by law,~~ medication prescribed to a student by an authorized health care provider, ~~including, but not limited to, emergency antiseizure medication~~ may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other particular student, by other designated school personnel ~~only when the Superintendent or designee has received written statements from both~~ with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. -(Education Code 49414.7, 49423; 5 CCR 600)Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The

~~When~~ ~~medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon,~~ the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. ~~At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.53, 49414.75, 49423, 49423.1)~~

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.~~

~~(cf. 3530 - Risk Management/Insurance)~~

~~(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)~~

~~(cf. 4119.43/4219.43/4319.43 - Universal Precautions)~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

~~49414.7 Emergency medical assistance; administration of epilepsy medication~~

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

~~620-627 Administration of emergency antiseizure medication by trained volunteer nonmedical school personnel~~

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.App.4th 570

Management Resources:

~~CSBA PUBLICATIONS~~

~~Pandemic Influenza, Fact Sheet, September 2007~~

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

~~Training Standards for the Administration of Epinephrine Auto-Injectors, rev. CALIFORNIA-DEPARTMENT OF EDUCATION PUBLICATIONS~~

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

~~Training Standards for the~~Program Advisory on Medication Administration of Epinephrine Auto-Injectors, December 2004, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, ~~Health Services and School Nursing:~~
<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

revised: May 9, 2012 Hanford, California

revised: April 8, 2015

revised: April 22, 2015

revised: November 2017

Hanford ESD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant, ~~nurse practitioner~~. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

~~Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)~~

Epinephrine auto-injector means a disposable ~~drug delivery system with a spring activated needle that is device~~ designed for ~~emergency administration the automatic injection of a premeasured dose of~~ epinephrine into the human body to provide rapid, convenient first aid for persons suffering a potentially fatal prevent or treat a life-threatening allergic reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

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

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, ~~49414.7~~, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the

information when needed. (Education Code 49480)

~~3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)~~

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian ~~and/or a physician~~ has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~auto-injectable epinephrine or prescribed diabetes or asthma~~ medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
2. The name of the medication (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code ~~49414.5~~, 49423, 49423.1; 5 CCR 602)

~~55. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)~~

~~6.~~ For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

~~67.~~ Possible side effects of the medication

~~78.~~ Name, address, telephone number, and signature of the student's authorized health care provider

~~When authorizing a~~
District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer ~~emergency antiseizure~~ medication to a student, ~~the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)~~ receives appropriate training from the school nurse or other qualified medical personnel.

- ~~1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary~~
- ~~2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services~~
- ~~3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation~~
- ~~4. A statement that, following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan~~

~~District Responsibilities~~

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. Provide In the event of a medical emergency requiring administration of medication, provide immediate medical assistance-if needed, directly observe the student following the administration of medication, contact the student's parent/guardian, and report determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, ~~school nurse and~~ the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Additional Requirements for Management of Epileptic Seizures

~~In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school.— Such arrangements shall include the following:—~~
Emergency Epinephrine Auto-Injectors

***Note: Education Code 49414.7; ~~5 CCR 620-627~~

~~1. Services or Accommodations: Whenever a parent/guardian requests that a nonmedical district employee be trained requires districts to provide epinephrine auto-injectors to school nurses or other employees who volunteer and receive training, which they may use to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuantaid to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).~~

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

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

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

~~—— The Superintendent or designee shall assist the parent/guardian persons suffering, or reasonably believed to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.~~

~~—— If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.~~

~~2. Request for Volunteers: The Superintendent or designee shall distribute an electronic notice to school staff no more than twice per school year per student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.~~

~~be suffering, (cf. 4112.9/4212.9/4312.9 Employee Notifications)~~

~~—— If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.~~

~~3. Training: Any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but is not limited to: an anaphylactic reaction.***~~

~~a. Recognition and treatment of different types of seizures~~

~~b. Administration of an emergency antiseizure medication~~

~~c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room~~

~~d. Techniques and procedures to ensure student privacy~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~(cf. 5022—Student and Family Privacy Rights)~~

~~When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.~~

~~4. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.~~

~~5. Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.~~

~~Emergency Epinephrine Auto-Injectors~~

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414; and shall be based on the standards developed by the Superintendent of Public Instruction: ~~(SPI)~~. Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

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

A school may accept gifts, grants, and donations from any source for the support of the school in carrying ~~out~~ the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind his/her offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on his/her offer to volunteer and that there will be no retaliation against any employee for rescinding his/her offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during his/her regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition

of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
revised: May 9, 2012 Hanford, California
revised: April 8, 2015
revised: April 22, 2015
revised: November 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: October 31, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 8, 2017

ITEM: Approve recommended revisions to Board Policy 5030 – Student Wellness

PURPOSE: The following Board Policy reflects new federal regulations which address the content of the wellness policy, assurance of stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance.

FISCAL IMPACT: None**RECOMMENDATIONS:**

Hanford ESD

Board Policy

Student Wellness

BP 5030

Students

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services)
 (cf. 3513.3 - Tobacco-Free Schools)
 (cf. 3514 - Environmental Safety)
 (cf. 5131.6 - Alcohol and Other Drugs)
 (cf. 5131.61 - Drug Testing)
 (cf. 5131.62 - Tobacco)
 (cf. 5131.63 - Steroids)
 (cf. 5141 - Health Care and Emergencies)
 (cf. 5141.22 - Infectious Diseases)
 (cf. 5141.3 - Health Examinations)
 (cf. 5141.31 - Immunizations)
 (cf. 5141.32 - Health Screening for School Entry)
 (cf. 5141.6 - School Health Services)
 (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
 (cf. 6164.2 - Guidance/Counseling Services)

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested

in school health issues.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging

students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

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

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)
 (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National

School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3552 - Summer Meal Program)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 5141.27 - Food Allergies/Special Dietary Needs)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

(cf. 3312 - Contracts)
 (cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

(cf. 1325 - Advertising and Promotion)

Program Implementation and Evaluation

~~The superintendent or designee will ensure compliance with established district wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure~~

~~compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.~~

~~School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA meal program Administrative Review findings and any resulting changes.~~

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

Karen McConnell, Assistant Superintendent

(Title or Position)

559-585-3617

(Phone Number)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

~~(cf. 0500 - Accountability)~~

~~(cf. 3555 - Nutrition Program Compliance)~~

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records

3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: ~~physical~~ education
 38086 Free fresh drinking water
 49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 School breakfast and lunch programs
 49500-49505 School meals
 49510-49520 Nutrition
 49530-49536 Child Nutrition Act
 49540-49546 Child care food program
 49547-49548.3 Comprehensive nutrition services
 49550-49562 Meals for needy students
 49565-49565.8 California Fresh Start pilot program
 49570 National School Lunch Act
 51210 Course of study, grades 1-6
 51210.1-51210.2 Physical education, grades 1-6
 51210.4 Nutrition education
 51220 Course of study, grades 7-12
 51222 Physical education
 51223 Physical education, elementary schools
 51795-51798 School instructional gardens

51880-51921 Comprehensive health education
 CODE OF REGULATIONS, TITLE 5
 15500-15501 Food sales by student organizations
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs
 UNITED STATES CODE, TITLE 42
 1751-1769j National School Lunch Program, especially:
 1758b Local wellness policy
 1771-1793 Child Nutrition Act, especially:
 1773 School Breakfast Program
 1779 Rules and regulations, Child Nutrition Act
 CODE OF FEDERAL REGULATIONS, TITLE 7
 210.1-210.33 National School Lunch Program, especially:
 210.30 Wellness policy
 220.1-220.22 National School Breakfast Program
 COURT DECISIONS
 Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016
 Increasing Access to Drinking Water in Schools, Policy Brief, April 2013
 Monitoring for Success: - A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
 Nutrition Standards for Schools: -Implications for Student Wellness, Policy Brief, rev. April 2012
 Student Wellness: - A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012
 Physical Activity and Physical Education in California Schools, Research Brief, April 2010
 Building Healthy Communities: -A School Leader's Guide to Collaboration and Community Engagement, 2009
 Safe Routes to School: - Program and Policy Strategies for School Districts, Policy Brief, 2009
 Physical Education and California Schools, Policy Brief, rev. October 2007
 School-Based Marketing of Foods and Beverages: -Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009
 Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: -A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: -A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: -A Self-Assessment and Planning

Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

WEB SITES

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

Action for Healthy Kids: -<http://www.actionforhealthykids.org>

Alliance for a Healthier Generation: - <http://www.healthiergeneration.org>

California Department of Education, Nutrition Services Division: -<http://www.cde.ca.gov/ls/nu>

California Department of Public Health: -<http://www.cdph.ca.gov>

California Healthy Kids Resource Center: - <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition): -
<http://www.californiaprojectlean.org>

California School Nutrition Association: -<http://www.calsna.org>

Center for Collaborative Solutions: -<http://www.ccscenter.org>

Centers for Disease Control and Prevention: -<http://www.cdc.gov>

Dairy Council of California: -<http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: - <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: -<http://www.nasbe.org>

School Nutrition Association: -<http://www.schoolnutrition.org>

Society for Nutrition Education: -<http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy: -
<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

[U.S. Department of Agriculture, Healthy Meals Resource System:
http://healthymeals.fns.usda.gov](http://healthymeals.fns.usda.gov)

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 25, 2006 Hanford, California

revised: April 30, 2014

revised: May 10, 2017

revised: November 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: October 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 8, 2017

ITEM: AR/BP 5131.6

PURPOSE: Receive information and approve CSBA recommended changes to AR/BP 5131.6 Alcohol and Other Drugs, Students

FISCAL IMPACT: None at this time

RECOMMENDATIONS: No changes since the 10/25/17 presentation of information. I recommend approval.

Hanford ESD

Board Policy

Alcohol And Other Drugs

BP 5131.6

Students

~~The Board of Trustees~~The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs ~~and desires that every effort be made in order to reduce student use of these substances. The Board perceives this effort as an important step towards preventing~~help prevent violence, ~~promoting~~promote school safety and ~~creating~~create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

~~Staff should encourage students to participate~~(cf. 5144.1—Suspension and Expulsion/Due Process)

~~The Board expects staff to conduct themselves in accordance with the district's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible~~

partners in efforts to maintain a safe, constructive school climate.

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

Instruction

The district shall provide science-based preventative instruction which ~~helps~~has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and ~~Recovering~~ Student ~~Support~~Assistance Programs

School staff, students and parents/guardians shall be informed about early warning signs and symptoms which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling ~~and rehabilitation for students and their family members~~, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, ~~at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations. or at school-sponsored activities.~~

Students possessing, using or selling alcohol or other drugs or related paraphernalia ~~at school or at a school event~~ shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative ~~regulations. Such regulation.~~ In addition, such students ~~also~~ may be referred to an appropriate ~~rehabilitation counseling~~ program, transferred to an alternative placement, and/or be restricted

from extracurricular activities, including athletics.

Legal Reference:

EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student
 44645 In-service training anabolic steroids
 48900 Suspension or expulsion (grounds)
 48900.5 Suspension, limitation on imposition; exception
 48901 Smoking or use of tobacco prohibited
 48901.5 Prohibition of electronic signaling devices
 48902 Notification of law enforcement authorities; civil or criminal immunity
 48909 Narcotics or other hallucinogenic drugs
 48915 Expulsion; particular circumstances
 49602 Confidentiality of pupil information
 51202 Instruction in personal and public health and safety
 51203 Instruction on alcohol, narcotics and restricted dangerous drugs
 51210 Areas of study
 51220 Areas of study, grades 7 to 12
 51260-51269 Drug education
 60041 Instructional materials
 60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana
 11053-11058 Standards and schedules
 11353.6 Juvenile Drug Trafficking and Schoolyard Act
 11357 Unauthorized possession of marijuana; possession in school or on school grounds
 11361.5 Destruction of arrest or conviction records
 11372.7 Drug program fund; uses
 11802 Joint school-community alcohol abuse primary education and prevention program
11965-11969 The School-Community Primary Prevention Program
 11998-11998.3 Drug and Alcohol Abuse Master Plans
 11999-11999.3 Alcohol and drug program funding; no unlawful use
 124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors
 828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals
 7101-7184 Safe and Drug-Free Schools and Communities Act

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Healthy Kids: <http://www.californiahealthykids.org>

U.S. Department of Education, Office of Safe and Drug Free Schools:

<http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: December 15, 1999 Hanford, California

reviewed: May 16, 2001

reviewed:

Hanford ESD

Administrative Regulation

Alcohol And Other Drugs

AR 5131.6
Students

Instruction

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

~~Site administrators shall determine that drug education instructors possess: (Education Code 51260)~~

In grades 1-6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7-8, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

(cf. 6142.8 - Comprehensive Health Education)

Instruction shall be provided by appropriately trained instructors who have demonstrated competencies, as determined by the principal or designee, in the following areas: (Education Code 51260)

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

~~In grades 1 through 6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)~~

~~In grades 7 and 8, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)~~

~~(cf. 6143—Courses of Study)~~

~~The district drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county office of education staff in planning and implementing collaborative alcohol and drug prevention programs. (Education Code 51260, 51268)~~

Intervention

~~The~~District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who ~~believe~~have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee, in his/her professional capacity or in the course of his/her employment, knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049)

~~However, school~~School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. ~~School counselors~~A school counselor may report such information to the principal or parent/guardian only when ~~they believe~~he/she believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. ~~They~~The school counselor shall not disclose such information to the parent/guardian if ~~they believe~~he/she believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

~~In cases of medical emergency, the principal is authorized to call an ambulance to remove the student to a hospital. Parents/guardians will be notified of this action and shall be responsible for the incurred expenses.~~

~~Confiscation of Electronic Signaling Devices~~

~~Because electronic signaling devices (beepers, cellular telephones, etc.) are sometimes used to facilitate illegal drug transactions, the possession or use of such devices by students is prohibited on school premises, at all school-sponsored activities, and at any time while students are under the supervision and control of district employees. An exception shall be made only when the principal or designee has determined that the device is essential for the student's health and then shall be used only for health purposes. (Education Code 48901.5)~~

~~The Superintendent or designee shall confiscate these devices from students.~~

Enforcement/Discipline

~~Staff shall notify the principal or designee immediately upon suspecting a student is selling, providing or using alcohol or other drugs. Student shall be escorted to Principal's office. A~~

~~search may be conducted if there is reasonable suspicion to justify the search. Search shall be witnessed by other staff member.~~

~~When any student uses, possesses or sells alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:~~


- ~~1. Parent/guardian contact~~
- ~~2. Suspension or expulsion in accordance with law or Board policy~~
- ~~3. Contact with law enforcement authority within one school day of the suspension—
(Education Code 48902)~~

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	December 15, 1999 Hanford, California
reviewed:	May 16, 2001
reviewed:	

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan 

DATE: October 30, 2017

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 8, 2017

ITEM:

Consider approval of the following revised Administrative Regulation.

PURPOSE:

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

- AR 3543: Transportation Safety and Emergencies

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt.

Hanford ESD

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice: ~~AB 1610 (Ch. 724, Statutes of 2010) amended~~ Government Code 17581.5 ~~relieve to relieve~~ districts from the obligation to ~~perform~~ implement specified mandated activities ~~when statutes whenever they are identified in~~ the Budget Act ~~does not provide as being ones for~~ which state mandate reimbursement ~~during is not provided for~~ that fiscal year. The Budget Act of 2016 (SB 826, Ch. 23, Statutes of 2016) extends the suspension of these requirements through the 2016-17 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students ~~that reflect those requirements~~ may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment ~~specified~~ listed in 13 CCR 1215. The report shall indicate, including any defect or deficiency discovered by or reported to the driver ~~him/her~~ which would affect safe operation or result in mechanical breakdown of the bus, or, ~~if indicating that~~ no defect or deficiency was discovered or reported, shall so indicate. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

~~In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)~~

~~The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.~~

~~(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)~~

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316,

27316.5; 13 CCR 1201)

- 1.- Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
- 2.- Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
 - a. ~~_____~~ Is designed for carrying 16 or fewer passengers and the driver;
 - b. ~~_____~~ Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. ~~_____~~ (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

A bus driver is prohibited from driving~~shall not drive~~ a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or~~except under the following conditions: (Vehicle Code 23123, 23125)~~

1. ~~When he/she uses a wireless telephone that is specifically designed and configured to allow hands free listening and talking, provided it is used in that manner while driving~~
2. ~~For~~ emergency purposes, including, but not limited to, contacting~~a call to~~ a law

enforcement agency, health care provider, fire department, or other emergency service agency or entity

3. ~~For work-related purposes~~

~~(cf. In any such permitted situation, the 3513.1—Cellular Phone Reimbursement)~~

A bus driver shall only use a ~~not drive while using an electronic~~ wireless telephone or ~~communications device that to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device~~ is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap ~~and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of~~ the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. ~~making or receiving a telephone call.~~
(Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. ~~The driver or another school official may order any person to disembark if that person enters a bus without prior authorization.~~ (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address ~~include~~ all of the following: (Education Code 39831.3)

1. Determining ~~1. Procedures for determining~~ if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
 3. ~~Boarding Procedures for boarding~~ and exiting a school bus at a school or other trip destination
 4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or youth bus
- Such procedures shall include, on or before the beginning of the 2018-19 school year, the installation of a child safety alert system at the interior rear of each bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. A student activity bus may be exempt from this requirement under the conditions specified in Vehicle Code 28160.
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol ([CHP](#)). - (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a [district](#) school bus or student activity bus.- This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. -A description of the school bus danger zone
5. -Instructions for [safely](#)~~safety while~~ walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:

- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway, or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name

- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the [CHP](#)~~California Highway Patrol~~.

(cf. [3580 - District Records](#))

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee.

The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-~~39843~~~~39842~~ Transportation, school buses

[39860 Contract for transportation; requirement that student not be left unattended](#)

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus
 22112 Loading and unloading passengers
 23123.5- Use of wireless telephone ~~or prohibited while driving motor vehicle~~
~~23123.5- Text communications device prohibited while driving; exceptions- motor vehicle~~
 23125 Use of wireless telephone prohibited while driving school bus
 27316-27316.5 Passenger restraint systems
28160 Child safety alert system
 34500 California Highway Patrol responsibility to regulate safe operation of school buses
 34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses
 34501.6 School buses; reduced visibility
 34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations-
~~of school buses~~
 CODE OF REGULATIONS, TITLE 5
 14100-14105 School buses and student activity buses
 CODE OF REGULATIONS, TITLE 13
 1200-1293 Motor carrier safety
 2480 Airborne toxic control measure; limitation on bus idling
 CODE OF REGULATIONS, TITLE 19
 574-575.3 Inspection and maintenance of fire extinguishers
 CODE OF FEDERAL REGULATIONS, TITLE 49
 571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)
[Passenger Restraints Frequently Asked Questions](#)

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>
[American School Bus Council: http://www.americanschoolbuscouncil.org](http://www.americanschoolbuscouncil.org)
 California Association of School Transportation Officials: <http://www.castoways.org>
 California Department of Education, Office of School Transportation:
<http://www.cde.ca.gov/ls/tn>
 California Highway Patrol: <http://www.chp.ca.gov>
~~National Coalition for School Bus Safety: http://www.nesbs.org~~
 National Transportation Safety Board: <http://www.nts.gov>
 U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>

~~(11/08 11/12) 12/16 Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — May 16, 2001 Hanford, California~~
~~revised: — January 12, 2005~~
~~revised: — March 3, 2010~~
~~revised: — February 27, 2013~~
revised: —

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 8, 2017**

ITEM: Consider adoption of the following revised Administrative Regulation.

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

- AR 4157.1/4257.1/4357.1 – Work-related Injury/Illness Insurance (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Personnel

AR 4157.1(a)

4257.1

WORK-RELATED INJURY/ILLNESS INSURANCE

4357.1

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of and arising out of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

A. Administration

1. ~~The district's workers' compensation program is administered by the Human Resources (HR) Department. All claims, questions, and information related to claims shall be referred to the HR Department as soon as received.~~
2. ~~The HR Department management designee shall be responsible for enforcing the Board's industrial injury/illness insurance and leave policies and related administrative regulations, training supervisors in the proper completion of claims forms, and processing all worker's compensation claims in accordance with laws and the rules and procedures of the district's workers' compensation administrator and claims adjusters.~~

B. School/Department Responsibilities

1. ~~Supervisors receiving information from employees or regular volunteers of a work-related injury shall immediately provide the employee or volunteer with required form(s) and assist in completing the Employee Incident/Supervisor's Report of Injury, especially in the following areas:~~
 - a. ~~Questioning to obtain clarity and details of how injury/illness occurred,~~
 - b. ~~The names of any witnesses,~~
 - c. ~~Whether the employee or volunteer will be seeing a physician and whether or not they return to work with restrictions or not at all,~~
 - d. ~~Fully complete the section referring to injury prevention or avoidance. Take time to instruct employee, if applicable, and/or correct deficiencies/root cause.~~
2. ~~The employee or volunteer shall be given a workers' compensation claim form and a notice of potential eligibility for benefits within one working day of the report of the injury or illness.~~

AR 4157.1(b)
4257.1
4357.1

WORKRELATED INJURY/ILLNESS INSURANCE (continued)

3. ~~The supervisor shall forward the all completed forms within 24 hours to the Human Resource Department.~~

C. ~~Employee/Volunteer Responsibilities~~

1. ~~Any district employee or regular volunteer who incurs an injury or illness in the course of work for the district must report the injury or illness immediately to the school office or department manager, even if no immediate pain or symptoms are present (e.g. a fall which may result in bruises later, or a sharp but momentary pain in the back when lifting a heavy item).~~
2. ~~Employees/volunteers who do not immediately report an injury or illness may be subject to claims investigation and/or delay of temporary disability payments by the district's workers compensation insurance for up to 90 days. In addition, an investigation and delay may also occur if there are questions regarding the injury events and how those relate to the work environment, even if timely reported.~~
3. ~~If the injured/ill employee or volunteer needs to see a physician, he/she must see the district designated facility for work related injuries/illness. The name and address of the district designated facility is available at all schools and departments, or from the Human Resources Department. Employees who filed, prior to the report of the injury or illness with the Human Resources Department the standard form, designating their own physician for treatment of work related injuries or illness, may choose to see that physician with few exceptions (emergency and chiropractic care).~~
4. ~~Upon receiving treatment for a work related injury, the employee or volunteer shall obtain a medical verification of his/her condition, indicating any limitations on the ability to work, the anticipated time of any total or modified disability, and/or a description of the type of work modification needed.~~

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

5. ~~Industrial injury/illness leave in accordance with Board policy and regulations and the collective bargaining agreement, if applicable, may be available for employees absent from work due to a work related injury or illness. If the district's workers' compensation insurance denies a claim of work related injury or illness, absences related to the injury or illness will be subject to deduction from the employee's personal illness/injury leave allowance. During the investigation process, personal leave will be used until a decision is made.~~

AR 4157.1(c)
4257.1
4357.1

WORKRELATED INJURY/ILLNESS INSURANCE (continued)

6. ~~Questionable or fraudulent workers' compensation claims are subject to investigation and may result in felony prosecution.~~

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of and arising out of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally, or by first class mail or by email. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

AR 4157.1(d)
4257.1
4357.1

WORKRELATED INJURY/ILLNESS INSURANCE (continued)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Regulation

approved: December 13, 1990

revised: November 7, 2001

revised: _____, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: October 30, 2017

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

Date you wish to have your item considered: 11/08/17

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

AR 5111.1 - District Residency

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Administrative Regulation

District Residency

AR 5111.1
Students

Criteria for Residency

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

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
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 ~~is has been~~ admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer. (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)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

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

9. The student's parent/guardian, while on active military duty pursuant to an official

military order, is transferred or is pending transfer to a military installation within district boundaries. (Education Code 48204.3)

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

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

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

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 ~~of Trustees~~.
- ~~33. 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.

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)

Proof of Residency

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 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

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

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

~~(cf. 6173 - Education for Homeless Children)~~

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

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

~~A parent/guardian who is transferred or pending transfer into a military installation within district boundaries shall provide proof of residence within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on base billeting facility, a purchased or leased home or apartment, or federal government or public private venture off base military housing. (Education Code 48204.3)~~

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

Safe at Home/Confidential Address Program

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

(cf. 3580 - District Records)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 27, 2016 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: October 30, 2017

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

Date you wish to have your item considered: 11/08/17

ITEM: Consider for Adoption the following revised Board Policy:

BP 5116.2 - Involuntary Student Transfers

PURPOSE: The following revised Board Policy reflect recommendations by CSBA due to State and Federal law mandates and Education Code changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

NEW

Hanford ESD

Board Policy

Involuntary Student Transfers

BP 5116.2

Students

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5116.1 - Intradistrict Open Enrollment)

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

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

(cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6164.2 - Guidance and Counseling Services)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall

not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE

35146 Closed sessions; student matters

48430-48438 Continuation classes, especially:

48432.5 Involuntary transfer to continuation school

48660-48666 Community day schools, especially:

48662 Involuntary transfer to community day school

48900 Grounds for suspension and expulsion

48929 Transfer of student convicted of violent felony or misdemeanor

48980 Notice at beginning of term

PENAL CODE

667.5 Violent felony, definition

29805 Misdemeanors involving firearms

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

Management Resources:

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: October 30, 2017

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

Date you wish to have your item considered: 11/08/17

ITEM: Consider for Adoption the following revised Administrative Regulation:

New AR 6173.3 - Education for Juvenile Court School Students

PURPOSE: The following new Administrative Regulation reflect recommendations by CSBA due to State and Federal law mandates and Education Code changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

NEW

Hanford ESD

Administrative Regulation

Education For Juvenile Court School Students

AR 6173.3

Instruction

The Superintendent or designee shall collaborate with the County Superintendent of Schools and the county probation department to facilitate the transition of students from a juvenile court school into the regular schools of the district. Such collaboration may include, but not be limited to, the development of data-sharing systems, communication strategies, and other structures that aid in the enrollment, placement, and continuous educational progress of such students.

Enrollment

A former juvenile court school student transferring into a regular district school shall be immediately enrolled in the school. The Superintendent or designee shall not deny enrollment to a student solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

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

(cf. 5132 - Dress and Grooming)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

Transfer of Coursework and Credits

When a student transfers from a juvenile court school into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed at that school and shall not require the student to retake the course. If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course completed. (Education Code 48645.5, 51225.2)

However, a student may be required to retake the portion of the course completed if the Superintendent or designee, in consultation with the holder of educational rights for the student, 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 former juvenile court school 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)

Graduation

If a student completes district graduation requirements while being detained in a juvenile facility, the district shall issue the student a certificate of completion from the school the student last attended, unless the County Superintendent issues the diploma. (Education Code 48645.5)

Notification and Complaints

Information regarding the educational rights of former juvenile court school 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 former juvenile court school 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)

Legal Reference:

EDUCATION CODE

48645-48648 Juvenile court schools

48853.5 Immediate enrollment

51225.1 Exemption from district graduation requirements

51225.2 Former juvenile court school student defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

60851.5 Suspension of high school exit examination

WELFARE AND INSTITUTIONS CODE

602 Minors violating law; ward of court

880-893 Wards and dependent children; juvenile homes, ranches and camps

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

YOUTH LAW CENTER PUBLICATIONS

Educational Injustice: Barriers to Achievement and Higher Education for Youth in California

Juvenile Court Schools, 2016

WEB SITES

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

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

California Department of Education, Juvenile Court Schools: <http://www.cde.ca.gov/sp/eo/jc>

Youth Law Center: <http://www.ylc.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 30, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 8, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Mayra King, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/16/17

Temporary Employees/Substitutes/Yard Supervisors

- Estevan Alcala, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 11/1/17 to 12/15/17
- Veronica Avila, Substitute Yard Supervisor, effective 10/26/17
- Mariah Benitez, Substitute Yard Supervisor, effective 10/27/17; Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 10/30/17 to 12/15/17
- Valerie Casarez, Yard Supervisor – 2.5 hrs., Roosevelt, effective 11/1/17
- Ashley Costa, Substitute Clerk Typist I and Media Services Aide, effective 10/23/17
- Araceli Gonzales, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 10/16/17 to 11/17/17
- Veronica Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 12/15/17
- Sanita Ieronimo, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 10/16/17 to 12/15/17
- Jeanette Lewis, Yard Supervisor – 2.0 hrs., Hamilton, effective 10/16/17

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Yolanda Macias, Substitute Yard Supervisor, effective 10/24/17; Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 10/25/17 to 12/15/17
- Nallely Vargas Ramirez, Substitute Yard Supervisor, effective 10/23/17; Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 10/23/17 to 12/5/17
- Christian Romero, Yard Supervisor – 2.5 hrs., Simas, effective 11/1/17
- Veronica Rubalcava, Short-term Yard Supervisor – 2.5 hrs., Jefferson, effective 10/19/17 to 12/15/17
- Cristina Solorio, Yard Supervisor – 3.25 hrs., Kennedy, effective 11/1/17
- Sherri Sumaya, Yard Supervisor – 3.0 hrs., Hamilton, effective 10/13/17 (revised date)
- Rayshawna Tapia, Yard Supervisor – 1.5 hrs., Simas, effective 11/1/17
- Laurie Tolbert, Substitute Special Education Aide, Special Circumstance Aide and Alternative Education Program Aide, effective 10/25/17
- Sandra Torres, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 11/17/17

b. Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594

- Jorge Barba, 7th Boys Soccer Coach, Wilson, effective 11/7/17 to 2/5/18
- Mario Villa Honorato Girls Soccer Coach, Jefferson, effective 10/26/17 to 12/8/17

c. Resignations

- Colleen Alcala, Substitute Yard Supervisor, effective 9/29/17
- Angela Byars-Roberg, Substitute READY Program Tutor, effective 1/30/17
- Amy James, Substitute Yard Supervisor, effective 10/17/17

d. Termination

- Louise Mendes, Substitute Yard Supervisor, effective 9/15/17

e. More Hours

- Sylvia Reyna, Yard Supervisor, from 1.75 hrs. to 2.75 hrs., Roosevelt, effective 10/16/17
- Madasen Torres, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., Monroe, effective 10/17/17

f. Decrease in Hours

- Veronica Leach, Yard Supervisor, from 3.25 hrs. to 2.75 hrs., Hamilton, effective 10/13/17
- Veronica Martin, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Jefferson, effective 10/23/17

f. Decrease in Hours (cont.)

- Carmen Aurora Pimentel, Yard Supervisor, from 3.25 hrs. to 2.0 hrs., Monroe, effective 10/17/17
- Carrie Serna, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Monroe, effective 10/16/17

g. Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographics and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 10/20/17 to 10/31/17; from Groundskeeper II – 8.0 hrs., Grounds/DSF to Delivery Driver – 8.0 hrs., Warehouse/DSF, effective 11/1/17 to 12/29/17
- Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 10/20/17 to 10/31/17

h. Volunteers

<u>Name</u>	<u>School</u>
Stephani Goodwin	Hamilton
Alma Ortiz	Hamilton
Lisa Fields	Jefferson
Michael Mendoza	Jefferson
Diose Villarreal	Jefferson
Jessica Corona	King
Blanca Vidal Rizo	King
Nancy Valdez	Monroe
Sergio Campos	Richmond
Estela Patiño	Richmond
Dana Caceda (HESD Employee)	Simas
Johnny Garcia	Washington
Briana McGee	Kennedy
Sharon Cronk	Wilson

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/08/2017

ITEM:Consider approval of the 1st Interim Report.**PURPOSE:**

The 1st Interim Report is a financial summary of the District's budget through October 31, 2017. Included for your review are several reports that are required to be filed with the Kings County Office of Education that support the District's "Positive" self-certification.

FISCAL IMPACT:

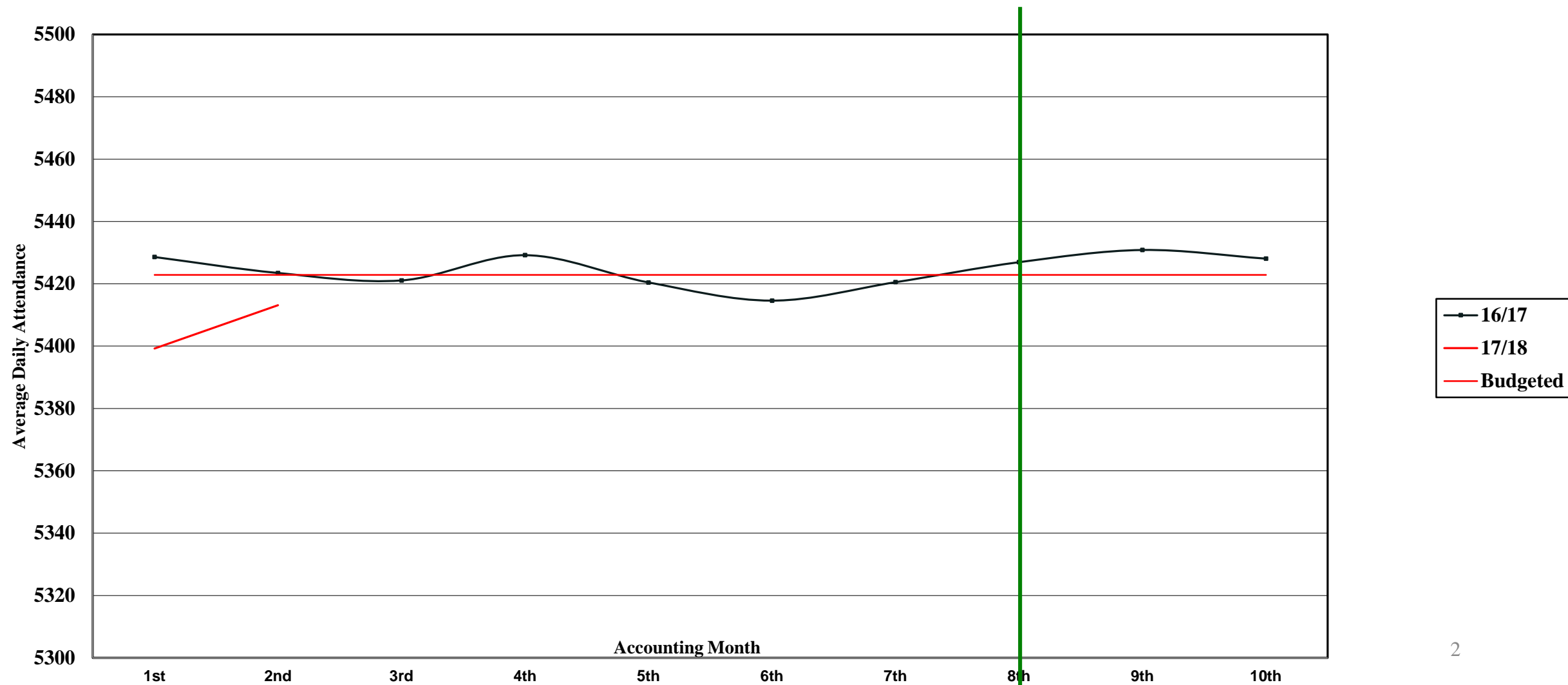
See attached.

RECOMMENDATIONS:Approve the 1st Interim Report.



**2017-2018
1st Interim Report
11/08/2017**

Prepared by:
The Hanford Elementary School District
Office

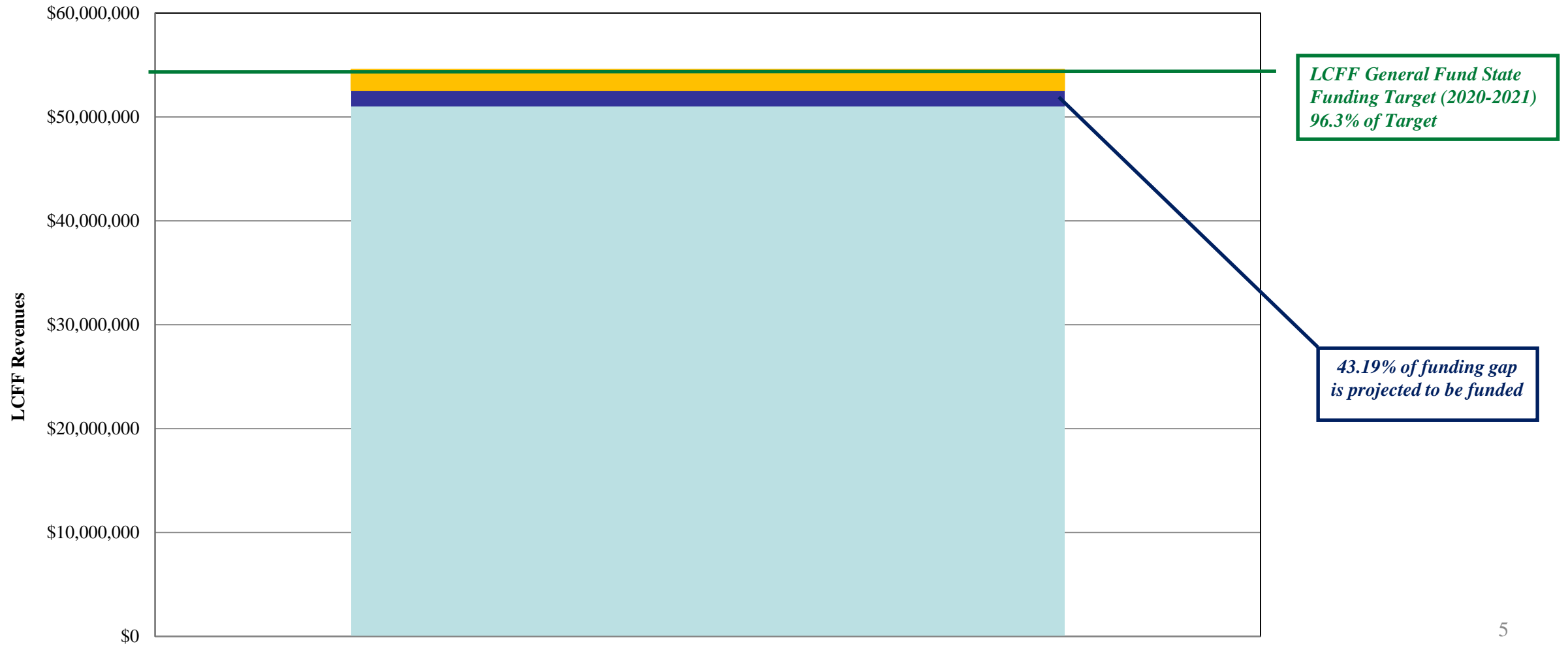




- \$7,941 per TK-3 grade level ADA (includes \$748/ADA grade span augmentation)
 - \$7,301 per 4-6 grade level ADA
 - \$7,518 per 7-8 grade level ADA
-
- Equal 20% of above grade level amounts per ADA (supplemental)
 - Additional 50% of grade level amounts per percentage of students in excess of 55% of enrolled students (concentration)
 - Details of these expenditures are in the Local Control Accountability Plan (LCAP)



HANFORD
ELEMENTARY
SCHOOL DISTRICT





General Fund Budget Comparison

	17/18 revised	17/18 1st interim	Change	Explanation
BEGINNING BALANCE				
Net Beginning Balance	\$10,017,986	\$10,017,986		
REVENUES				
LCFF Sources	\$52,277,979	\$52,170,690	(\$107,289)	(107k) audit adjustment
Federal Revenues	\$4,027,513	\$4,557,463	\$529,950	\$480k Title I funding / \$45k Title III funding
Other State Revenues	\$5,576,775	\$5,885,089	\$308,314	\$303k STRS on behalf revenue
Other Local Revenues	\$2,152,524	\$2,206,910	\$54,386	\$25k Electric vehicle charging stations / \$27k interest
Total, Revenues	\$64,034,791	\$64,820,152	\$785,361	
EXPENDITURES				
Certificated Salaries	\$26,752,924	\$26,799,306	\$46,382	\$89k Title I overcontract activities / (\$43k) partial year Social worker savings
Classified Salaries	\$10,593,536	\$10,589,248	(\$4,288)	
Employee Benefits	\$15,814,002	\$16,118,608	\$304,606	\$303k increase in STRS on behalf benefits
Books and Supplies	\$4,939,444	\$5,152,827	\$213,383	\$20k increase for bus cameras / \$26k increase to site budgets for attendance incentives / \$145k Title I supplies
Services, Oth Oper Exp	\$3,618,578	\$3,785,822	\$167,244	(\$31k) charter charges increased with salary changes / \$166k Title I services
Capital Outlay	\$431,707	\$493,828	\$62,121	\$12k increase for outdoor bleacher purchase / \$50k Electric vehicle charging stations
Other Outgo(excl. 7300's)	\$1,315,583	\$1,379,583	\$64,000	\$64k increase in estimated Special Education bill back
Direct/Indirect Support	(\$334,000)	(\$334,000)	\$0	
Total Expenditures	\$63,131,773	\$63,985,221	\$853,448	
OTHER FINANCING SOURCES/USES				
Transfers				
Transfers In	\$0	\$0	\$0	
Transfers Out	\$797,181	\$797,181	\$0	
Other Sources/Uses				
Sources	\$0	\$0	\$0	
Contributions	\$0	\$0	\$0	
Total, Other Financing Sources/Uses	(\$797,181)	(\$797,181)	\$0	
NET INCREASE (DECREASE) IN FUND BALANCE	\$105,837	\$37,750	(\$68,088)	
ENDING FUND BALANCE	\$10,123,823	\$10,055,736	(\$68,088)	



Other HESD District Funds

District Funds

Fund	Fund Description	Beginning Balance	Revenues	Expenditures	Other Sources/Uses	Ending Fund Balance
0900	Jefferson Charter Fund	\$ 361,412	\$ 4,049,797	\$ 4,017,503	\$ (66,750)	\$ 326,957
1300	Cafeteria Fund	\$ 1,291,842	\$ 3,468,276	\$ 3,487,971	\$ -	\$ 1,272,146
1400	Deferred Maintenance Fund	\$ 18,724	\$ 301,200	\$ 319,924	\$ -	\$ -
1500	Pupil Transportation Fund	\$ 48,308	\$ 500	\$ -	\$ -	\$ 48,808
2000	Special Reserve for Other Post Employment Benefits	\$ 1,875,077	\$ 19,000	\$ -	\$ 863,931	\$ 2,758,008
2100	Building Fund (Bond Funds)	\$ 8,553,055	\$ 44,000	\$ 4,400,000	\$ -	\$ 4,197,055
2500	Capital Facilities Fund	\$ 760,146	\$ 267,000	\$ 221,944	\$ -	\$ 805,202
4000	Special Reserve (capital outlay)	\$ 3,732,960	\$ 40,000	\$ 840,000	\$ -	\$ 2,932,960
6720	Self Insurance Fund	\$ 383,392	\$ 688,023	\$ 706,477	\$ -	\$ 364,939

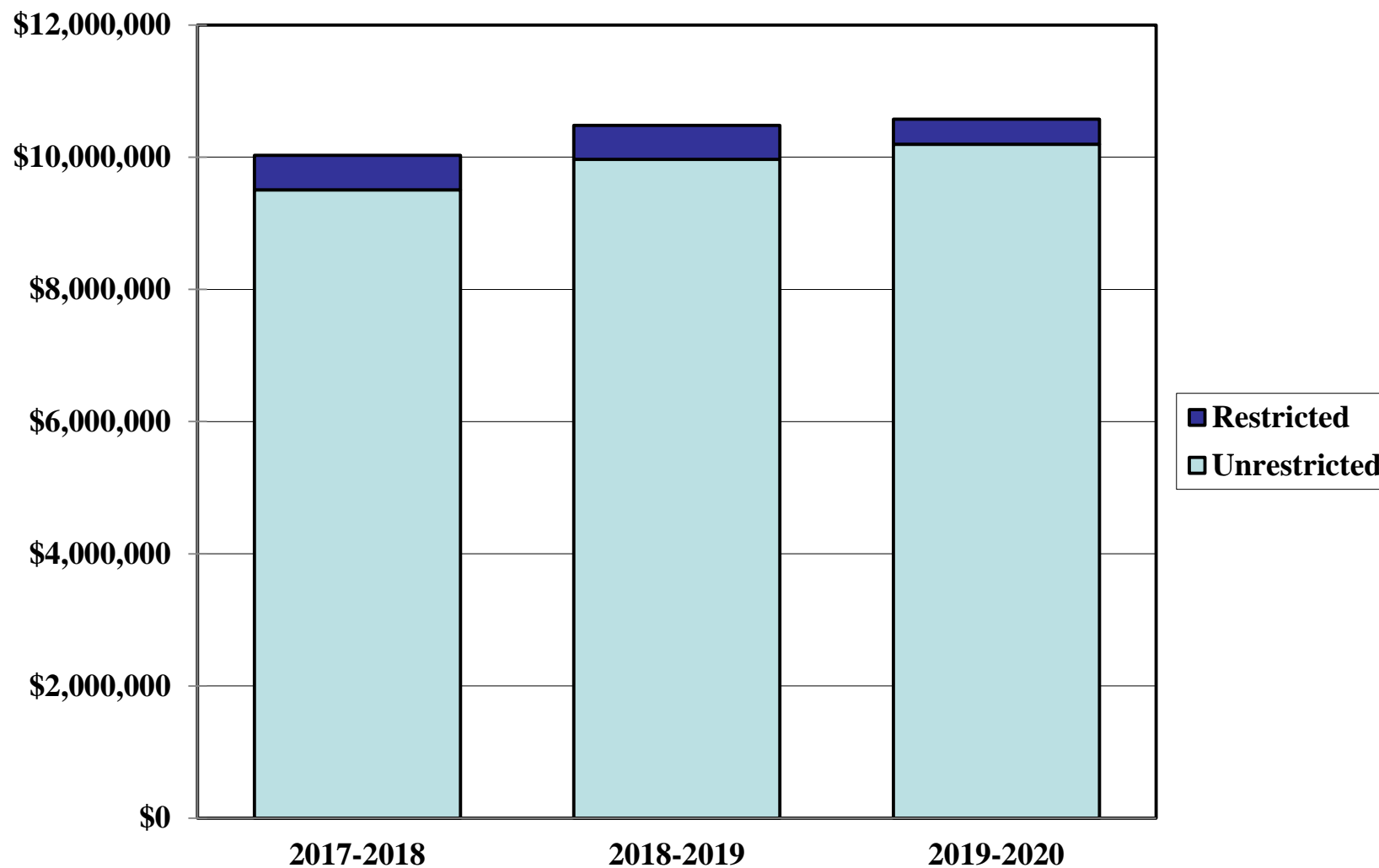


- Estimated increase of \$508k and \$520k respectively
- Estimated increase of \$276k and \$295k respectively



Multi Year Projection

	17/18	18/19	19/20	Comments
BEGINNING BALANCE				
Net Beginning Balance	\$10,017,986	\$10,055,736	\$10,426,995	
REVENUES				
LCFF Sources	\$52,170,690	\$54,327,891	\$55,850,153	2.15% COLA and 66.12% gap closure in 18-19 and 2.35% COLA and 64.92% gap closure in 19-20 / Removal of (\$107k) audit adjustment
Federal Revenues	\$4,557,463	\$3,470,463	\$3,470,463	(\$1,087k) Title I carryover
Other State Revenues	\$5,885,089	\$4,773,089	\$4,773,089	(\$797k) one time mandated cost revenues / (\$315k) CA clean energy revenue
Other Local Revenues	\$2,206,910	\$2,181,910	\$2,181,910	(\$25k) Electric vehicle charging station grant in subsequent years
Total, Revenues	\$64,820,152	\$64,753,353	\$66,275,615	
EXPENDITURES				
Certificated Salaries	\$26,799,306	\$27,464,306	\$28,086,306	\$622k Certificated step and column / \$43k full year Social worker
Classified Salaries	\$10,589,248	\$10,756,248	\$10,923,248	\$167k Classified step
Employee Benefits	\$16,118,608	\$17,063,481	\$18,046,595	STRS rate project to increase to 16.28% in 18-19 and 18.13% in 19-20 / PERS rate projected to increase to 18.10% in 18-19 and 20.80% in 19-20
Books and Supplies	\$5,152,827	\$4,105,827	\$4,105,827	(\$906k) removal of one time laptop purchase / (\$141k) removal of one time Title I supplies / \$500k in textbooks moved to unrestricted budget
Services, Oth Oper Exp	\$3,785,822	\$3,559,822	\$3,559,822	(\$141k) Educator Effectiveness expenditures / (\$45k) removal of camera installation / (\$40k) Title I services
Capital Outlay	\$493,828	\$386,828	\$386,828	(\$57k) maintenance equipment / (\$50k) Electric vehicle charging stations
Other Outgo(excl. 7300's)	\$1,379,583	\$1,379,583	\$1,379,583	
Direct/Indirect Support	(\$334,000)	(\$334,000)	(\$334,000)	
Total Expenditures	\$63,985,221	\$64,382,094	\$66,154,208	
OTHER FINANCING SOURCES/USES				
Transfers				
Transfers In	\$0	\$0	\$0	
Transfers Out	\$797,181	\$0	\$0	(\$797k) removal of one time mandated cost transfer
Other Sources/Uses				
Sources	\$0	\$0	\$0	
Contributions	\$0	\$0	\$0	
Total, Other Financing Sources/Uses	(\$797,181)	\$0	\$0	
NET INCREASE (DECREASE) IN FUND BALANCE	\$37,750	\$371,259	\$121,407	
ENDING FUND BALANCE	\$10,055,736	\$10,426,995	\$10,548,401	
UNRESTRICTED RESERVE LEVELS	14.5%	15.2%	15.2%	







HANFORD
ELEMENTARY
SCHOOL DISTRICT



Questions?

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/30/2017

FOR: ☐ Board Meeting
☒ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/08/2017

ITEM:Consider the adoption of Resolution # 11-18: 17-18 Budget revisions-1st interim**PURPOSE:**

The Kings County Office of Education requires a formal budget revision with the approval of the 1st interim report. Attached are the details of the changes.

FISCAL IMPACT:

See attached

RECOMMENDATIONS:

Adopt Resolution # 11-18.

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

153/168

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 11-18

NOW, THEREFORE, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on 11/07/2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Clerk of the Governing Board

General Fund Budget Comparison

154/168

	17/18 revised	17/18 1st interim	Change	Explanation
BEGINNING BALANCE				
Net Beginning Balance	\$10,017,986	\$10,017,986		
REVENUES				
LCFF Sources	\$52,277,979	\$52,170,690	(\$107,289)	(107k) audit adjustment
Federal Revenues	\$4,027,513	\$4,557,463	\$529,950	\$480k Title I funding / \$45k Title III funding
Other State Revenues	\$5,576,775	\$5,885,089	\$308,314	\$303k STRS on behalf revenue
Other Local Revenues	\$2,152,524	\$2,206,910	\$54,386	\$25k Electric vehicle charging stations / \$27k interest
Total, Revenues	\$64,034,791	\$64,820,152	\$785,361	
EXPENDITURES				
Certificated Salaries	\$26,752,924	\$26,799,306	\$46,382	\$89k Title I overcontract activities / (\$43k) partial year Social worker savings
Classified Salaries	\$10,593,536	\$10,589,248	(\$4,288)	
Employee Benefits	\$15,814,002	\$16,118,608	\$304,606	\$303k increase in STRS on behalf benefits
Books and Supplies	\$4,939,444	\$5,152,827	\$213,383	\$20k increase for bus cameras / \$26k increase to site budgets for attendance incentives / \$145k Title I supplies
Services, Oth Oper Exp	\$3,618,578	\$3,785,822	\$167,244	(\$31k) charter charges increased with salary changes / \$166k Title I services
Capital Outlay	\$431,707	\$493,828	\$62,121	\$12k increase for outdoor bleacher purchase / \$50k Electric vehicle charging stations
Other Outgo(excl. 7300`s)	\$1,315,583	\$1,379,583	\$64,000	\$64k increase in estimated Special Education bill back
Direct/Indirect Support	(\$334,000)	(\$334,000)	\$0	
Total Expenditures	\$63,131,773	\$63,985,221	\$853,448	
OTHER FINANCING SOURCES/USES				
Transfers				
Transfers In	\$0	\$0	\$0	
Transfers Out	\$797,181	\$797,181	\$0	
Other Sources/Uses				
Sources	\$0	\$0	\$0	
Contributions	\$0	\$0	\$0	
Total, Other Financing Sources/Uses	(\$797,181)	(\$797,181)	\$0	
NET INCREASE (DECREASE) IN FUND BALANCE	\$105,837	\$37,750	(\$68,088)	
ENDING FUND BALANCE	\$10,123,823	\$10,055,736	(\$68,088)	

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
0100-1100-0-0000-0000-898000-000-0000	(\$569,294.78)	(\$25,002.83)	(\$594,297.61)
0100-1100-0-0000-0000-898000-022-0000	\$46,816.00	\$2,502.83	\$49,318.83
0100-1100-0-0000-0000-898000-023-0000	\$34,428.00	\$2,500.00	\$36,928.00
0100-1100-0-0000-0000-898000-024-0000	\$54,644.00	\$2,500.00	\$57,144.00
0100-1100-0-0000-0000-898000-025-0000	\$36,176.00	\$2,500.00	\$38,676.00
0100-1100-0-0000-0000-898000-026-0000	\$43,700.00	\$2,500.00	\$46,200.00
0100-1100-0-0000-0000-898000-027-0000	\$39,456.78	\$2,500.00	\$41,956.78
0100-1100-0-0000-0000-898000-028-0000	\$41,572.00	\$2,500.00	\$44,072.00
0100-1100-0-0000-0000-898000-029-0000	\$35,112.00	\$2,500.00	\$37,612.00
0100-1100-0-0000-0000-898000-030-0000	\$115,993.00	\$2,500.00	\$118,493.00
0100-1100-0-0000-0000-898000-031-0000	\$121,397.00	\$2,500.00	\$123,897.00
0100-3010-0-0000-0000-829000-000-0000	\$3,200,914.00	\$479,664.00	\$3,680,578.00
0100-3010-0-0000-0000-899000-000-0000	(\$1,697,530.00)	(\$313,911.00)	(\$2,011,441.00)
0100-3150-0-0000-0000-899000-000-0000	\$1,697,530.00	\$313,911.00	\$2,011,441.00
0100-4035-0-0000-0000-829000-000-0000	\$297,590.00	\$4,844.00	\$302,434.00
0100-4203-0-0000-0000-829000-000-0000	\$231,536.00	\$45,442.00	\$276,978.00
0100-6010-0-0000-0000-859000-000-0000	\$1,100,000.00	\$5,650.00	\$1,105,650.00
0100-6010-0-0000-0000-898000-000-0000	\$112,458.00	\$3,350.00	\$115,808.00
0100-6500-0-5770-0000-898030-000-0000	\$2,275,151.00	\$473,000.00	\$2,748,151.00
0100-7690-0-0000-0000-859000-000-0000	\$1,857,023.00	\$302,664.00	\$2,159,687.00
0100-9029-0-0000-0000-869900-000-1111	\$0.00	\$25,000.00	\$25,000.00
0100-9029-0-0000-0000-898000-000-1111	\$0.00	\$25,000.00	\$25,000.00
0100-9049-0-0000-0000-869900-000-0000	\$0.00	\$2,385.58	\$2,385.58
0100-0000-0-0000-0000-801900-000-0000	\$0.00	(\$107,289.00)	(\$107,289.00)
0100-0000-0-0000-0000-866000-000-0000	\$93,000.00	\$27,000.00	\$120,000.00
0100-0000-0-0000-0000-898000-000-0000	(\$13,139,097.72)	\$43,787.00	(\$13,095,310.72)
0100-0000-0-0000-0000-898030-000-0000	(\$2,275,151.00)	(\$473,000.00)	(\$2,748,151.00)
0100-0332-0-0000-0000-898000-000-0000	\$13,067,186.72	(\$68,787.00)	\$12,998,399.72
0100-0332-0-0000-0000-898000-062-0000	(\$112,458.00)	(\$3,350.00)	(\$115,808.00)
***Income Total	<u>\$6,708,152.00</u>	<u>\$785,360.58</u>	<u>\$7,493,512.58</u>
Expenses			
0100-3150-0-1110-1000-330100-025-0000	\$121.00	\$248.00	\$369.00
0100-0332-0-1110-1000-571005-056-0000	(\$17,962.00)	(\$600.00)	(\$18,562.00)
0100-0332-0-1110-1000-575095-020-0021	(\$49,703.00)	\$200.00	(\$49,503.00)
0100-0332-0-1134-1000-430000-053-0000	\$2,000.00	\$1,200.00	\$3,200.00
0100-0332-0-1134-1000-575096-001-0000	(\$14,458.00)	(\$7,252.00)	(\$21,710.00)
0100-0332-0-1156-1000-440000-075-0030	\$9,425.00	(\$1,160.00)	\$8,265.00
0100-0332-0-1156-1000-560000-075-0030	\$7,317.00	\$1,000.00	\$8,317.00
0100-0332-0-1156-1000-580011-075-0030	\$0.00	\$160.00	\$160.00
0100-0332-0-1160-1000-575096-001-0000	(\$30,027.00)	(\$1,650.00)	(\$31,677.00)
0100-1100-0-0000-2420-420000-030-0000	\$1,839.00	\$450.00	\$2,289.00
0100-1100-0-0000-2700-430000-030-0000	\$7,000.00	(\$450.00)	\$6,550.00
0100-1100-0-1110-1000-430000-022-0000	\$28,726.00	(\$97.17)	\$28,628.83

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-1100-0-1110-1000-430000-023-0000	\$24,322.30	\$2,500.00	\$26,822.30
0100-1100-0-1110-1000-430000-024-0000	\$35,660.00	\$2,500.00	\$38,160.00
0100-1100-0-1110-1000-430000-025-0000	\$24,221.00	\$2,500.00	\$26,721.00
0100-1100-0-1110-1000-430000-027-0000	\$29,661.78	(\$1,154.83)	\$28,506.95
0100-1100-0-1110-1000-430000-028-0000	\$28,044.30	\$2,499.00	\$30,543.30
0100-1100-0-1110-1000-430000-029-0000	\$26,737.00	\$2,500.00	\$29,237.00
0100-1100-0-1110-1000-430000-030-0000	\$55,151.00	\$2,500.00	\$57,651.00
0100-1100-0-1110-1000-430000-031-0000	\$45,110.00	\$2,500.00	\$47,610.00
0100-1100-0-1110-1000-430021-022-0000	\$2,500.00	\$2,600.00	\$5,100.00
0100-1100-0-1110-1000-430021-026-0000	\$2,300.00	\$2,500.00	\$4,800.00
0100-1100-0-1110-1000-430021-027-0000	\$2,100.00	\$2,300.00	\$4,400.00
0100-1100-0-1110-1000-440000-027-0000	\$0.00	\$1,254.83	\$1,254.83
0100-1100-0-1110-1000-571005-027-0000	\$300.00	\$100.00	\$400.00
0100-3010-0-0000-2140-190040-005-0000	\$0.00	\$8,488.00	\$8,488.00
0100-3010-0-0000-2140-310100-005-0000	\$107,589.00	\$980.00	\$108,569.00
0100-3010-0-0000-2140-330100-005-0000	\$10,811.00	\$99.00	\$10,910.00
0100-3010-0-0000-2140-350100-005-0000	\$372.00	\$4.00	\$376.00
0100-3010-0-0000-2140-360100-005-0000	\$14,092.00	\$128.00	\$14,220.00
0100-3010-0-0000-2140-430000-005-0000	\$0.00	\$10,000.00	\$10,000.00
0100-3010-0-0000-2150-320200-005-0000	\$8,190.00	\$1,117.00	\$9,307.00
0100-3010-0-0000-2150-330200-005-0000	\$4,034.00	\$550.00	\$4,584.00
0100-3010-0-0000-2150-350200-005-0000	\$26.00	\$4.00	\$30.00
0100-3010-0-0000-2150-360200-005-0000	\$997.00	\$136.00	\$1,133.00
0100-3010-0-0000-2150-430000-005-0000	\$3,820.00	\$4,180.00	\$8,000.00
0100-3010-0-0000-2150-440000-005-0000	\$0.00	\$5,000.00	\$5,000.00
0100-3010-0-0000-2150-520000-005-0000	\$4,027.00	\$1,973.00	\$6,000.00
0100-3010-0-0000-2150-520003-005-0000	\$1,500.00	\$500.00	\$2,000.00
0100-3010-0-0000-2495-430000-005-0000	\$1,500.00	\$6,147.00	\$7,647.00
0100-3010-0-0000-2495-571030-005-0000	\$7,000.00	(\$2,000.00)	\$5,000.00
0100-3010-0-0000-2495-571040-005-0000	\$0.00	\$2,000.00	\$2,000.00
0100-3010-0-0000-2495-580011-005-0000	\$13,500.00	\$5,000.00	\$18,500.00
0100-3010-0-0000-3110-520000-005-0000	\$0.00	\$1,500.00	\$1,500.00
0100-3010-0-0000-3110-520003-005-0000	\$0.00	\$1,500.00	\$1,500.00
0100-3010-0-0000-3120-520000-005-0000	\$0.00	\$1,500.00	\$1,500.00
0100-3010-0-0000-7210-731000-000-0000	\$90,000.00	\$1,800.00	\$91,800.00
0100-3010-0-1110-1000-110040-005-0000	\$0.00	\$38,194.00	\$38,194.00
0100-3010-0-1110-1000-310100-005-0000	\$0.00	\$5,511.00	\$5,511.00
0100-3010-0-1110-1000-330100-005-0000	\$0.00	\$554.00	\$554.00
0100-3010-0-1110-1000-350100-005-0000	\$0.00	\$19.00	\$19.00
0100-3010-0-1110-1000-360100-005-0000	\$0.00	\$722.00	\$722.00
0100-3010-0-1110-1000-520000-005-0000	\$0.00	\$21,500.00	\$21,500.00
0100-3010-0-1110-1000-580009-005-0000	\$0.00	\$75,867.00	\$75,867.00
0100-3010-0-1110-1000-580011-005-0000	\$190,404.00	(\$27,220.00)	\$163,184.00
0100-3150-0-0000-2420-220050-024-0000	\$0.00	\$1,758.00	\$1,758.00

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3150-0-0000-2420-320200-024-0000	\$0.00	\$273.00	\$273.00
0100-3150-0-0000-2420-330200-024-0000	\$0.00	\$134.00	\$134.00
0100-3150-0-0000-2420-350200-024-0000	\$0.00	\$1.00	\$1.00
0100-3150-0-0000-2420-360200-024-0000	\$0.00	\$33.00	\$33.00
0100-3150-0-0000-2495-290030-022-0000	\$1,598.00	\$1,599.00	\$3,197.00
0100-3150-0-0000-2495-290030-027-0000	\$240.00	(\$120.00)	\$120.00
0100-3150-0-0000-2495-320200-022-0000	\$248.00	\$248.00	\$496.00
0100-3150-0-0000-2495-320200-027-0000	\$37.00	(\$19.00)	\$18.00
0100-3150-0-0000-2495-330200-022-0000	\$122.00	\$123.00	\$245.00
0100-3150-0-0000-2495-330200-027-0000	\$18.00	(\$9.00)	\$9.00
0100-3150-0-0000-2495-350200-022-0000	\$1.00	\$1.00	\$2.00
0100-3150-0-0000-2495-360200-022-0000	\$30.00	\$30.00	\$60.00
0100-3150-0-0000-2495-360200-027-0000	\$5.00	(\$3.00)	\$2.00
0100-3150-0-0000-2495-430000-021-0000	\$1,061.00	\$540.00	\$1,601.00
0100-3150-0-0000-2495-430000-022-0000	\$2,763.00	\$1,406.00	\$4,169.00
0100-3150-0-0000-2495-430000-023-0000	\$1,323.00	\$1,677.00	\$3,000.00
0100-3150-0-0000-2495-430000-024-0000	\$13,563.00	(\$9,152.00)	\$4,411.00
0100-3150-0-0000-2495-430000-025-0000	\$2,168.00	\$1,103.00	\$3,271.00
0100-3150-0-0000-2495-430000-026-0000	\$2,768.00	\$3,909.00	\$6,677.00
0100-3150-0-0000-2495-430000-027-0000	\$1,443.00	\$735.00	\$2,178.00
0100-3150-0-0000-2495-430000-028-0000	\$2,214.00	\$1,128.00	\$3,342.00
0100-3150-0-0000-2495-430000-029-0000	\$2,023.00	\$1,030.00	\$3,053.00
0100-3150-0-0000-2495-430000-031-0000	\$2,225.00	\$1,132.00	\$3,357.00
0100-3150-0-0000-2700-520000-022-0000	\$0.00	\$6,000.00	\$6,000.00
0100-3150-0-0000-3130-290020-027-0000	\$0.00	\$400.00	\$400.00
0100-3150-0-0000-3130-320200-027-0000	\$0.00	\$61.00	\$61.00
0100-3150-0-0000-3130-330200-027-0000	\$0.00	\$32.00	\$32.00
0100-3150-0-0000-3130-360200-027-0000	\$0.00	\$8.00	\$8.00
0100-3150-0-0000-3130-520000-027-0000	\$0.00	\$500.00	\$500.00
0100-3150-0-0000-7210-731000-000-0000	\$43,000.00	\$67,627.00	\$110,627.00
0100-3150-0-1110-1000-110010-022-0000	\$7,214.00	\$849.00	\$8,063.00
0100-3150-0-1110-1000-110010-023-0000	\$1,698.00	\$4,242.00	\$5,940.00
0100-3150-0-1110-1000-110010-024-0000	\$1,273.00	\$1,273.00	\$2,546.00
0100-3150-0-1110-1000-110010-025-0000	\$4,074.00	\$4,414.00	\$8,488.00
0100-3150-0-1110-1000-110010-027-0000	\$2,292.00	\$2,546.00	\$4,838.00
0100-3150-0-1110-1000-110010-028-0000	\$3,395.00	\$1,698.00	\$5,093.00
0100-3150-0-1110-1000-110040-022-0000	\$14,430.00	\$7,213.00	\$21,643.00
0100-3150-0-1110-1000-110040-023-0000	\$14,242.00	(\$2,597.00)	\$11,645.00
0100-3150-0-1110-1000-110040-024-0000	\$7,208.00	\$3,571.00	\$10,779.00
0100-3150-0-1110-1000-110040-025-0000	\$4,244.00	\$12,732.00	\$16,976.00
0100-3150-0-1110-1000-110040-027-0000	\$9,941.00	\$127.00	\$10,068.00
0100-3150-0-1110-1000-110040-028-0000	\$2,546.00	\$2,547.00	\$5,093.00
0100-3150-0-1110-1000-110040-030-0000	\$3,395.00	\$3,395.00	\$6,790.00
0100-3150-0-1110-1000-210000-025-0000	\$24,667.00	(\$12,421.00)	\$12,246.00

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3150-0-1110-1000-210040-028-0000	\$2,398.00	\$3,996.00	\$6,394.00
0100-3150-0-1110-1000-310100-022-0000	\$3,123.00	\$1,164.00	\$4,287.00
0100-3150-0-1110-1000-310100-023-0000	\$2,300.00	\$238.00	\$2,538.00
0100-3150-0-1110-1000-310100-024-0000	\$1,223.00	\$700.00	\$1,923.00
0100-3150-0-1110-1000-310100-025-0000	\$1,200.00	\$2,474.00	\$3,674.00
0100-3150-0-1110-1000-310100-027-0000	\$1,765.00	\$386.00	\$2,151.00
0100-3150-0-1110-1000-310100-028-0000	\$858.00	\$610.00	\$1,468.00
0100-3150-0-1110-1000-310100-029-0000	\$1,041.00	\$245.00	\$1,286.00
0100-3150-0-1110-1000-310100-030-0000	\$796.00	\$490.00	\$1,286.00
0100-3150-0-1110-1000-320200-025-0000	\$3,831.00	(\$1,929.00)	\$1,902.00
0100-3150-0-1110-1000-320200-028-0000	\$6,262.00	\$621.00	\$6,883.00
0100-3150-0-1110-1000-330100-022-0000	\$314.00	\$117.00	\$431.00
0100-3150-0-1110-1000-330100-023-0000	\$231.00	\$24.00	\$255.00
0100-3150-0-1110-1000-330100-024-0000	\$123.00	\$70.00	\$193.00
0100-7690-0-0000-7400-310120-001-0000	\$8,816.00	\$1,437.00	\$10,253.00
0100-3150-0-1110-1000-571055-024-0000	\$436.00	\$500.00	\$936.00
0100-3150-0-1110-1000-571055-026-0000	\$500.00	\$1,000.00	\$1,500.00
0100-3150-0-1110-1000-571055-028-0000	\$0.00	\$4,000.00	\$4,000.00
0100-3150-0-1110-1000-580009-022-0000	\$18,000.00	\$5,000.00	\$23,000.00
0100-3150-0-1110-1000-580009-023-0000	\$3,000.00	\$2,000.00	\$5,000.00
0100-3150-0-1110-1000-580009-026-0000	\$18,000.00	\$2,500.00	\$20,500.00
0100-3150-0-1110-1000-580009-028-0000	\$0.00	\$3,750.00	\$3,750.00
0100-3150-0-1110-1000-580009-029-0000	\$0.00	\$6,000.00	\$6,000.00
0100-3150-0-1110-1000-580011-022-0000	\$12,000.00	\$1,299.00	\$13,299.00
0100-3150-0-1110-1000-580011-023-0000	\$14,524.00	\$1,746.00	\$16,270.00
0100-3150-0-1110-1000-580011-024-0000	\$20,308.00	\$4,692.00	\$25,000.00
0100-3150-0-1110-1000-580011-025-0000	\$4,400.00	\$1,725.00	\$6,125.00
0100-3150-0-1110-1000-580011-027-0000	\$8,618.00	\$101.00	\$8,719.00
0100-3150-0-1110-1000-580011-028-0000	\$4,000.00	\$5,000.00	\$9,000.00
0100-3150-0-1110-1000-580011-029-0000	\$3,500.00	(\$1,000.00)	\$2,500.00
0100-3150-0-1110-1000-580011-030-0000	\$24,000.00	(\$7,000.00)	\$17,000.00
0100-3150-0-1110-1000-580011-031-0000	\$22,000.00	(\$4,500.00)	\$17,500.00
0100-3150-0-3550-1000-430000-038-0000	\$0.00	\$8,830.00	\$8,830.00
0100-4035-0-0000-2140-430000-005-0000	\$15,654.00	(\$3,238.00)	\$12,416.00
0100-4035-0-0000-2140-520000-005-0000	\$10,285.00	\$1,268.00	\$11,553.00
0100-4035-0-0000-2140-580009-005-0000	\$18,500.00	\$55.00	\$18,555.00
0100-4035-0-0000-7210-731000-000-0000	\$16,950.00	\$2,173.00	\$19,123.00
0100-4035-0-1110-1000-110010-005-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-4035-0-1110-1000-110040-005-0000	\$14,975.00	\$2,000.00	\$16,975.00
0100-4035-0-1110-1000-580009-005-0000	\$34,173.00	\$4,586.00	\$38,759.00
0100-4203-0-0000-2495-580009-005-0000	\$4,000.00	\$10,000.00	\$14,000.00
0100-4203-0-0000-7210-731000-000-0000	\$4,000.00	\$1,431.00	\$5,431.00
0100-4203-0-1110-1000-430000-005-0000	\$5,500.00	\$2,500.00	\$8,000.00
0100-4203-0-1110-1000-520000-005-0000	\$2,000.00	\$23,000.00	\$25,000.00

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-4203-0-1110-1000-580009-005-0000	\$0.00	\$11,011.00	\$11,011.00
0100-4203-0-1110-1000-580011-005-0000	\$4,500.00	(\$2,500.00)	\$2,000.00
0100-6010-0-1110-4000-430000-021-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-022-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-023-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-024-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-025-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-026-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-027-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-028-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6010-0-1110-4000-430000-029-0000	\$350.00	\$1,000.00	\$1,350.00
0100-6264-0-1152-1000-420000-053-0000	\$10,548.00	(\$3,047.00)	\$7,501.00
0100-6264-0-1160-1000-520000-053-0000	\$0.00	\$2,600.00	\$2,600.00
0100-6264-0-1160-1000-520003-053-0000	\$0.00	\$447.00	\$447.00
0100-6500-0-5770-7210-731000-000-0000	\$200,000.00	(\$30,000.00)	\$170,000.00
0100-6500-0-5770-9200-714200-039-0000	\$215,000.00	\$503,000.00	\$718,000.00
0100-6512-0-5770-7210-731000-000-0000	\$15,000.00	(\$3,000.00)	\$12,000.00
0100-7690-0-0000-2100-310120-001-0000	\$29,228.00	\$4,764.00	\$33,992.00
0100-7690-0-0000-2140-310120-001-0000	\$70,260.00	\$11,451.00	\$81,711.00
0100-7690-0-0000-2495-310120-001-0000	\$539.00	\$88.00	\$627.00
0100-7690-0-0000-2700-310120-001-0000	\$125,990.00	\$20,534.00	\$146,524.00
0100-7690-0-0000-3110-310120-001-0000	\$77,814.00	\$12,682.00	\$90,496.00
0100-7690-0-0000-3120-310120-001-0000	\$11,580.00	\$1,887.00	\$13,467.00
0100-7690-0-0000-3130-310120-001-0000	\$8,550.00	\$1,394.00	\$9,944.00
0100-7690-0-0000-3140-310120-001-0000	\$34,117.00	\$5,561.00	\$39,678.00
0100-7690-0-0000-3160-310120-001-0000	\$34.00	\$6.00	\$40.00
0100-7690-0-0000-7150-310120-001-0000	\$12,853.00	\$2,095.00	\$14,948.00
0100-7690-0-0000-7200-310120-001-0000	\$825.00	\$134.00	\$959.00
0100-3150-0-1110-1000-330100-027-0000	\$177.00	\$39.00	\$216.00
0100-3150-0-1110-1000-330100-028-0000	\$86.00	\$62.00	\$148.00
0100-3150-0-1110-1000-330100-029-0000	\$105.00	\$24.00	\$129.00
0100-3150-0-1110-1000-330100-030-0000	\$80.00	\$49.00	\$129.00
0100-3150-0-1110-1000-330200-025-0000	\$1,887.00	(\$950.00)	\$937.00
0100-3150-0-1110-1000-330200-028-0000	\$3,084.00	\$306.00	\$3,390.00
0100-3150-0-1110-1000-350100-022-0000	\$11.00	\$4.00	\$15.00
0100-3150-0-1110-1000-350100-023-0000	\$8.00	\$1.00	\$9.00
0100-3150-0-1110-1000-350100-024-0000	\$4.00	\$3.00	\$7.00
0100-3150-0-1110-1000-350100-025-0000	\$4.00	\$9.00	\$13.00
0100-3150-0-1110-1000-350100-027-0000	\$6.00	\$1.00	\$7.00
0100-3150-0-1110-1000-350100-028-0000	\$3.00	\$2.00	\$5.00
0100-3150-0-1110-1000-350100-030-0000	\$3.00	\$2.00	\$5.00
0100-3150-0-1110-1000-350200-025-0000	\$12.00	(\$6.00)	\$6.00
0100-3150-0-1110-1000-350200-028-0000	\$20.00	\$2.00	\$22.00
0100-3150-0-1110-1000-360100-022-0000	\$409.00	\$152.00	\$561.00

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3150-0-1110-1000-360100-023-0000	\$301.00	\$31.00	\$332.00
0100-3150-0-1110-1000-360100-024-0000	\$161.00	\$91.00	\$252.00
0100-3150-0-1110-1000-360100-025-0000	\$157.00	\$324.00	\$481.00
0100-3150-0-1110-1000-360100-027-0000	\$231.00	\$51.00	\$282.00
0100-3150-0-1110-1000-360100-028-0000	\$112.00	\$81.00	\$193.00
0100-3150-0-1110-1000-360100-029-0000	\$136.00	\$32.00	\$168.00
0100-3150-0-1110-1000-360100-030-0000	\$104.00	\$64.00	\$168.00
0100-3150-0-1110-1000-360200-025-0000	\$466.00	(\$235.00)	\$231.00
0100-3150-0-1110-1000-360200-028-0000	\$762.00	\$76.00	\$838.00
0100-3150-0-1110-1000-420000-021-0000	\$8,149.00	\$741.00	\$8,890.00
0100-3150-0-1110-1000-420000-022-0000	\$5,099.00	\$2,901.00	\$8,000.00
0100-3150-0-1110-1000-420000-023-0000	\$750.00	\$16,419.00	\$17,169.00
0100-3150-0-1110-1000-420000-024-0000	\$2,000.00	\$2,000.00	\$4,000.00
0100-3150-0-1110-1000-420000-025-0000	\$3,800.00	\$6,200.00	\$10,000.00
0100-3150-0-1110-1000-420000-026-0000	\$3,939.00	\$12,000.00	\$15,939.00
0100-3150-0-1110-1000-420000-027-0000	\$0.00	\$14,000.00	\$14,000.00
0100-3150-0-1110-1000-420000-029-0000	\$0.00	\$14,000.00	\$14,000.00
0100-3150-0-1110-1000-420000-030-0000	\$6,373.00	\$1,626.00	\$7,999.00
0100-3150-0-1110-1000-430000-022-0000	\$15,500.00	\$1,000.00	\$16,500.00
0100-3150-0-1110-1000-430000-023-0000	\$20,317.00	\$3,000.00	\$23,317.00
0100-3150-0-1110-1000-430000-024-0000	\$13,047.00	\$12,936.00	\$25,983.00
0100-3150-0-1110-1000-430000-025-0000	\$11,011.00	\$12,010.00	\$23,021.00
0100-3150-0-1110-1000-430000-026-0000	\$19,736.00	\$16,252.00	\$35,988.00
0100-3150-0-1110-1000-430000-027-0000	\$14,559.00	(\$608.00)	\$13,951.00
0100-3150-0-1110-1000-430000-028-0000	\$4,123.00	\$13,090.00	\$17,213.00
0100-3150-0-1110-1000-430000-029-0000	\$8,554.00	\$4,166.00	\$12,720.00
0100-3150-0-1110-1000-430000-030-0000	\$24,406.00	(\$4,406.00)	\$20,000.00
0100-3150-0-1110-1000-430006-021-0000	\$45,267.00	(\$1,924.00)	\$43,343.00
0100-3150-0-1110-1000-430006-024-0000	\$102,047.00	(\$2,820.00)	\$99,227.00
0100-3150-0-1110-1000-430006-025-0000	\$67,755.00	(\$1,188.00)	\$66,567.00
0100-3150-0-1110-1000-430006-026-0000	\$97,048.00	(\$1.00)	\$97,047.00
0100-3150-0-1110-1000-430006-028-0000	\$69,200.00	(\$2,173.00)	\$67,027.00
0100-3150-0-1110-1000-430006-029-0000	\$70,794.00	\$1,197.00	\$71,991.00
0100-3150-0-1110-1000-440000-030-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-3150-0-1110-1000-520000-021-0000	\$0.00	\$6,227.00	\$6,227.00
0100-3150-0-1110-1000-520000-022-0000	\$1,000.00	\$4,000.00	\$5,000.00
0100-3150-0-1110-1000-520000-024-0000	\$1,500.00	\$1,500.00	\$3,000.00
0100-3150-0-1110-1000-520000-025-0000	\$2,000.00	\$3,000.00	\$5,000.00
0100-3150-0-1110-1000-520000-027-0000	\$0.00	\$1,500.00	\$1,500.00
0100-3150-0-1110-1000-520000-030-0000	\$3,000.00	\$7,780.00	\$10,780.00
0100-3150-0-1110-1000-520000-031-0000	\$3,000.00	\$4,500.00	\$7,500.00
0100-3150-0-1110-1000-520003-022-0000	\$0.00	\$2,000.00	\$2,000.00
0100-3150-0-1110-1000-520003-023-0000	\$500.00	\$500.00	\$1,000.00
0100-3150-0-1110-1000-520003-027-0000	\$0.00	\$400.00	\$400.00

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3150-0-1110-1000-571005-023-0000	\$500.00	\$500.00	\$1,000.00
0100-3150-0-1110-1000-571020-025-0000	\$0.00	\$7,000.00	\$7,000.00
0100-3150-0-1110-1000-571055-023-0000	\$1,250.00	(\$500.00)	\$750.00
0100-7690-0-1110-1000-310120-001-0000	\$1,300,158.00	\$211,904.00	\$1,512,062.00
0100-7690-0-1110-4000-310120-001-0000	\$9,704.00	\$1,582.00	\$11,286.00
0100-7690-0-3550-1000-310120-001-0000	\$19,439.00	\$3,168.00	\$22,607.00
0100-7690-0-3550-2700-310120-001-0000	\$4,316.00	\$703.00	\$5,019.00
0100-7690-0-5770-1110-310120-001-0000	\$38,070.00	\$6,205.00	\$44,275.00
0100-7690-0-5770-1120-310120-001-0000	\$69,646.00	\$11,351.00	\$80,997.00
0100-7690-0-5770-1190-310120-001-0000	\$14.00	\$2.00	\$16.00
0100-7690-0-5770-2100-310120-001-0000	\$218.00	\$36.00	\$254.00
0100-7690-0-5770-3120-310120-001-0000	\$34,852.00	\$5,680.00	\$40,532.00
0100-8150-0-0000-8100-575096-001-0000	(\$174,324.00)	(\$399.00)	(\$174,723.00)
0100-9029-0-0000-8200-640000-010-0001	\$0.00	\$10,000.00	\$10,000.00
0100-9029-0-0000-8200-640000-010-0024	\$0.00	\$10,000.00	\$10,000.00
0100-9029-0-0000-8200-640000-010-0026	\$0.00	\$10,000.00	\$10,000.00
0100-9029-0-0000-8200-640000-010-0031	\$0.00	\$10,000.00	\$10,000.00
0100-9029-0-0000-8200-640000-010-0056	\$0.00	\$10,000.00	\$10,000.00
0100-9049-0-1110-1000-430000-025-0000	\$0.00	\$994.61	\$994.61
0100-9049-0-1110-1000-430000-026-0000	\$0.00	\$490.97	\$490.97
0100-9049-0-1110-1000-430000-028-0000	\$0.00	\$900.00	\$900.00
0100-0000-0-0000-2100-420000-053-0000	\$2,000.00	(\$1,200.00)	\$800.00
0100-0000-0-0000-2100-575096-001-0000	(\$41,473.00)	(\$4,936.00)	(\$46,409.00)
0100-0000-0-0000-2700-575095-020-0021	(\$164,546.00)	(\$3,139.00)	(\$167,685.00)
0100-0000-0-0000-3120-575096-001-0000	(\$16,374.00)	(\$608.00)	(\$16,982.00)
0100-0000-0-0000-3130-530000-062-0000	\$1,000.00	(\$1,000.00)	\$0.00
0100-0000-0-0000-3130-575096-001-0000	(\$5,938.00)	(\$214.00)	(\$6,152.00)
0100-0000-0-0000-3160-571030-060-0000	\$22,654.00	(\$608.00)	\$22,046.00
0100-0000-0-0000-3160-575096-001-0000	(\$2,208.00)	\$15.00	(\$2,193.00)
0100-0000-0-0000-3600-440000-014-0000	\$0.00	\$5,000.00	\$5,000.00
0100-0000-0-0000-3600-440000-014-1111	\$0.00	\$15,000.00	\$15,000.00
0100-0000-0-0000-3600-571020-014-0000	(\$112,500.00)	(\$7,000.00)	(\$119,500.00)
0100-0000-0-0000-3600-575096-001-0000	(\$69,095.00)	(\$1,486.00)	(\$70,581.00)
0100-0000-0-0000-7200-540000-001-0000	\$300,000.00	\$1,024.40	\$301,024.40
0100-0000-0-0000-7210-731000-000-0000	(\$462,993.37)	(\$40,031.00)	(\$503,024.37)
0100-0000-0-0000-7300-430000-004-0000	\$5,000.00	\$1,390.00	\$6,390.00
0100-0000-0-0000-7300-520000-004-0000	\$11,390.00	(\$1,390.00)	\$10,000.00
0100-0000-0-0000-7300-580011-004-0000	\$0.00	\$7,000.00	\$7,000.00
0100-0000-0-0000-7550-571030-015-0000	(\$136,095.00)	\$2,608.00	(\$133,487.00)
0100-0000-0-0000-7700-440000-010-0000	\$16,163.10	\$5,667.78	\$21,830.88
0100-0000-0-0000-7700-571055-061-0000	(\$6,487.00)	(\$5,000.00)	(\$11,487.00)
0100-0000-0-0000-8200-571040-017-0000	(\$33,037.00)	(\$2,000.00)	(\$35,037.00)
0100-0000-0-0000-8200-575095-016-0021	(\$151,876.00)	(\$3,139.00)	(\$155,015.00)
0100-0000-0-0000-8200-575096-010-0000	(\$203,593.00)	(\$1,676.00)	(\$205,269.00)

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-9200-714200-001-0000	\$1,100,000.00	(\$439,000.00)	\$661,000.00
0100-0000-0-1110-1000-210010-060-0000	\$0.00	\$500.00	\$500.00
0100-0000-0-1110-1000-320200-060-0000	\$0.00	\$62.00	\$62.00
0100-0000-0-1110-1000-330200-060-0000	\$0.00	\$38.00	\$38.00
0100-0000-0-1110-1000-360200-060-0000	\$0.00	\$8.00	\$8.00
0100-0000-0-1110-1000-540000-001-0000	\$13,098.00	(\$1,024.40)	\$12,073.60
0100-0000-0-1110-1000-640000-010-0000	\$0.00	\$12,120.97	\$12,120.97
0100-0332-0-0000-2140-430000-051-0000	\$3,750.00	(\$200.00)	\$3,550.00
0100-0332-0-0000-2140-430021-051-0000	\$200.00	\$200.00	\$400.00
0100-0332-0-0000-2420-575095-020-0021	(\$34,075.00)	(\$829.00)	(\$34,904.00)
0100-0332-0-0000-2420-575096-001-0000	(\$51,937.00)	(\$766.00)	(\$52,703.00)
0100-0332-0-0000-3130-120000-062-0000	\$86,317.00	(\$43,158.00)	\$43,159.00
0100-0332-0-0000-3130-310100-062-0000	\$12,456.00	(\$6,228.00)	\$6,228.00
0100-0332-0-0000-3130-330100-062-0000	\$1,252.00	(\$626.00)	\$626.00
0100-0332-0-0000-3130-340100-062-0000	\$14,077.00	(\$7,038.00)	\$7,039.00
0100-0332-0-0000-3130-350100-062-0000	\$43.00	(\$21.00)	\$22.00
0100-0332-0-0000-3130-360100-062-0000	\$1,631.00	(\$815.00)	\$816.00
0100-0332-0-0000-3130-430000-063-0000	\$7,000.00	(\$100.00)	\$6,900.00
0100-0332-0-0000-3130-530000-063-0000	\$0.00	\$1,100.00	\$1,100.00
0100-0332-0-0000-3130-575096-001-0000	(\$19,777.00)	(\$2,428.00)	(\$22,205.00)
0100-0332-0-0000-3140-575095-020-0021	(\$47,276.00)	(\$1,044.00)	(\$48,320.00)
0100-0332-0-0000-3140-575096-001-0000	(\$50,479.00)	(\$2,082.00)	(\$52,561.00)
0100-0332-0-0000-8300-510000-063-0000	\$0.00	\$171,040.00	\$171,040.00
0100-0332-0-0000-8300-580000-063-0000	\$196,040.00	(\$171,040.00)	\$25,000.00
0100-0332-0-1110-1000-110010-024-0000	\$0.00	\$424.00	\$424.00
0100-0332-0-1110-1000-110010-025-0000	\$0.00	\$424.00	\$424.00
0100-0332-0-1110-1000-310100-024-0000	\$0.00	\$62.00	\$62.00
0100-0332-0-1110-1000-310100-025-0000	\$0.00	\$62.00	\$62.00
0100-0332-0-1110-1000-330100-024-0000	\$0.00	\$6.00	\$6.00
0100-0332-0-1110-1000-330100-025-0000	\$0.00	\$6.00	\$6.00
0100-0332-0-1110-1000-360100-024-0000	\$0.00	\$8.00	\$8.00
0100-0332-0-1110-1000-360100-025-0000	\$0.00	\$8.00	\$8.00
0100-0332-0-1110-1000-430000-024-0000	\$12,665.00	(\$500.00)	\$12,165.00
0100-0332-0-1110-1000-430000-025-0000	\$8,755.00	(\$500.00)	\$8,255.00
***Expense Total	<u>\$4,135,686.11</u>	<u>\$853,448.16</u>	<u>\$4,989,134.27</u>
Balance Sheet Accounts			
0100-6512-0-0000-0000-974000-000-0000	\$388,630.12	(\$836.00)	\$387,794.12
***Balance Sheet Account Total	<u>\$388,630.12</u>	<u>(\$836.00)</u>	<u>\$387,794.12</u>

Pending Budget Revision
Control Number 20180008
ResolutionNo. 11-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Fund Totals			
Total: Income	\$6,708,152.00	\$785,360.58	\$7,493,512.58
Total: Expenses	\$4,135,686.11	\$853,448.16	\$4,989,134.27
Total: Balance Sheet Accounts	\$388,630.12	(\$836.00)	\$387,794.12

Pending Budget Revision
Control Number 20180008

Resolution No. 11-18

Fund: 0900 Charter Schools Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
0900-0000-0-0000-0000-801900-000-0000	\$0.00	(\$5,769.00)	(\$5,769.00)
0900-0000-0-0000-0000-869900-000-0000	\$6,850.89	(\$6,850.89)	\$0.00
0900-0000-0-0000-0000-869900-021-0000	\$0.00	\$6,850.89	\$6,850.89
0900-0000-0-0000-0000-898000-000-0000	(\$584,529.00)	(\$16,051.00)	(\$600,580.00)
0900-0332-0-0000-0000-898000-000-0000	\$555,123.00	\$16,051.00	\$571,174.00
0900-1100-0-0000-0000-898000-000-0000	(\$46,455.00)	(\$5,387.38)	(\$51,842.38)
0900-1100-0-0000-0000-898000-020-0000	\$0.00	\$3,059.00	\$3,059.00
0900-1100-0-0000-0000-898000-021-0000	\$46,455.00	\$2,328.38	\$48,783.38
0900-7690-0-0000-0000-859000-000-0000	\$116,396.00	\$18,971.00	\$135,367.00
***Income Total	<u>\$93,840.89</u>	<u>\$13,202.00</u>	<u>\$107,042.89</u>
Expenses			
0900-0000-0-0000-2100-575096-001-0000	\$41,473.00	\$4,936.00	\$46,409.00
0900-0000-0-0000-2700-575095-020-0021	\$164,036.00	\$3,649.00	\$167,685.00
0900-0000-0-0000-3120-575096-001-0000	\$16,374.00	\$608.00	\$16,982.00
0900-0000-0-0000-3130-575096-001-0000	\$5,938.00	\$214.00	\$6,152.00
0900-0000-0-0000-3160-575096-001-0000	\$2,208.00	(\$15.00)	\$2,193.00
0900-0000-0-0000-3600-575096-001-0000	\$69,095.00	\$1,486.00	\$70,581.00
0900-0000-0-0000-8100-575096-001-0000	\$174,324.00	\$399.00	\$174,723.00
0900-0000-0-0000-8200-575095-016-0021	\$151,876.00	\$3,139.00	\$155,015.00
0900-0000-0-0000-8200-575096-010-0000	\$203,593.00	\$1,676.00	\$205,269.00
0900-0000-0-1110-1000-575095-021-0021	\$49,703.00	(\$200.00)	\$49,503.00
0900-0332-0-0000-2420-575095-020-0021	\$34,075.00	\$829.00	\$34,904.00
0900-0332-0-0000-2420-575096-001-0000	\$51,937.00	\$766.00	\$52,703.00
0900-0332-0-0000-3130-575096-001-0000	\$19,777.00	\$2,428.00	\$22,205.00
0900-0332-0-0000-3140-575095-020-0021	\$47,276.00	\$1,044.00	\$48,320.00
0900-0332-0-0000-3140-575096-001-0000	\$50,479.00	\$2,082.00	\$52,561.00
0900-0332-0-1134-1000-575096-001-0000	\$14,458.00	\$7,252.00	\$21,710.00
0900-0332-0-1160-1000-575096-001-0000	\$30,027.00	\$1,650.00	\$31,677.00
0900-1100-0-0000-2700-575095-021-0000	\$510.00	(\$510.00)	\$0.00
0900-1100-0-1110-1000-430000-021-0000	\$19,997.29	\$5,897.38	\$25,894.67
0900-1100-0-1176-1000-575095-020-0021	\$0.00	\$3,059.00	\$3,059.00
0900-1100-0-1176-1000-575095-021-0000	\$3,059.00	(\$3,059.00)	\$0.00
0900-7690-0-0000-2140-310120-001-0000	\$7.00	\$1.00	\$8.00
0900-7690-0-0000-2700-310120-001-0000	\$10,867.00	\$1,771.00	\$12,638.00
0900-7690-0-0000-3110-310120-001-0000	\$4,765.00	\$777.00	\$5,542.00
0900-7690-0-1110-1000-310120-001-0000	\$100,757.00	\$16,422.00	\$117,179.00
***Expense Total	<u>\$1,266,611.29</u>	<u>\$56,301.38</u>	<u>\$1,322,912.67</u>
Balance Sheet Accounts			
0900-0000-0-0000-0000-978000-000-0000	\$337,528.87	(\$37,712.00)	\$299,816.87
0900-1100-0-0000-0000-978000-000-0000	\$32,527.09	(\$5,387.38)	\$27,139.71
***Balance Sheet Account Total	<u>\$370,055.96</u>	<u>(\$43,099.38)</u>	<u>\$326,956.58</u>

Pending Budget Revision
Control Number 20180008
ResolutionNo. 11-18

Fund: 0900 Charter Schools Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Fund Totals			
Total: Income	\$93,840.89	\$13,202.00	\$107,042.89
Total: Expenses	\$1,266,611.29	\$56,301.38	\$1,322,912.67
Total: Balance Sheet Accounts	\$370,055.96	(\$43,099.38)	\$326,956.58

Pending Budget Revision
Control Number 20180008
ResolutionNo. 11-18

Fund: 1300 Cafeteria Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
1300-5310-0-0000-3700-650000-008-0000	\$0.00	\$21,000.00	\$21,000.00
***Expense Total	<u>\$0.00</u>	<u>\$21,000.00</u>	<u>\$21,000.00</u>
Balance Sheet Accounts			
1300-5310-0-0000-0000-974000-000-0000	\$1,312,841.64	(\$1,312,841.64)	\$0.00
1300-5310-0-0000-0000-979100-000-0000	\$1,346,224.92	(\$54,383.28)	\$1,291,841.64
***Balance Sheet Account Total	<u>\$2,659,066.56</u>	<u>(\$1,367,224.92)</u>	<u>\$1,291,841.64</u>
Fund Totals			
Total: Income	\$0.00	\$0.00	\$0.00
Total: Expenses	\$0.00	\$21,000.00	\$21,000.00
Total: Balance Sheet Accounts	\$2,659,066.56	(\$1,367,224.92)	\$1,291,841.64

Pending Budget Revision
Control Number 20180008
ResolutionNo. 11-18

Fund: 2500 CapitalFacilities Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
2500-0000-0-0000-7200-580000-023-0000	\$0.00	\$2,500.00	\$2,500.00
2500-0000-0-0000-7200-580000-024-0000	\$0.00	\$3,000.00	\$3,000.00
2500-0000-0-0000-8200-560000-021-0000	\$50,000.00	(\$50,000.00)	\$0.00
2500-0000-0-0000-8500-620000-023-0000	\$0.00	\$9,116.25	\$9,116.25
***Expense Total	<u>\$50,000.00</u>	<u>(\$35,383.75)</u>	<u>\$14,616.25</u>
Balance Sheet Accounts			
2500-0000-0-0000-0000-978000-000-0000	\$769,818.11	\$35,383.75	\$805,201.86
***Balance Sheet Account Total	<u>\$769,818.11</u>	<u>\$35,383.75</u>	<u>\$805,201.86</u>
Fund Totals			
Total: Income	\$0.00	\$0.00	\$0.00
Total: Expenses	\$50,000.00	(\$35,383.75)	\$14,616.25
Total: Balance Sheet Accounts	\$769,818.11	\$35,383.75	\$805,201.86

Pending Budget Revision
Control Number 20180008
Resolution No. 11-18

Fund: 4000 Special Reserve - Capital Outlay

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
4000-0000-0-0000-0000-866000-000-0000	\$9,000.00	\$31,000.00	\$40,000.00
***Income Total	<u>\$9,000.00</u>	<u>\$31,000.00</u>	<u>\$40,000.00</u>
Balance Sheet Accounts			
4000-0000-0-0000-0000-978000-000-0000	\$2,901,960.11	\$31,000.00	\$2,932,960.11
***Balance Sheet Account Total	<u>\$2,901,960.11</u>	<u>\$31,000.00</u>	<u>\$2,932,960.11</u>
Fund Totals			
Total: Income	\$9,000.00	\$31,000.00	\$40,000.00
Total: Expenses	\$0.00	\$0.00	\$0.00
Total: Balance Sheet Accounts	\$2,901,960.11	\$31,000.00	\$2,932,960.11