

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 22, 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

CLOSED SESSION

- **Student Discipline** *(Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information)*
Administrative Panel Recommendations
 Case# 17-36 – Kennedy
 Case# 17-37 – Kennedy
- **Personnel** *(Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.)*
 Public Employee Performance Evaluation (GC 54957) – Superintendent

OPEN SESSION

- Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to remember
- e) HESD Educational Foundation mini-grant presentation – Daryl Johnson; Washington

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 March 3, 2017 and March 10, 2017.
- b) Approve minutes of Regular Board Meeting held on March 8, 2017.

- *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.*

- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$5,000.00 from Washington PTC.
- e) Approve donation of \$150.00 from Silicon Valley Community Foundation Edison International
- f) Approve donation of \$5,460.00 from Monroe PTC.

3. INFORMATION ITEMS

- a) Receive for information the HESD Measure U Bond Update (Endo)
- b) Receive for information the following revised Board Policy: (McConnell)
 - BP 3541.2 – Transportation for Students with Disabilities
- c) Receive for information the following deleted Administrative Regulation: (McConnell)
 - AR 3541.2 – Transportation for Students with Disabilities
- d) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3314 – Payment of Goods and Services
- e) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3553 – Free and Reduced Price Meals
- f) Receive for information the following revised Board Policy: (Endo)
 - BP 3300 – Expenditures and Purchases
- g) Receive for information the following revised Board Policy: (Endo)
 - BP 3452 – Student Activity Funds
- h) Receive for information the following revised Board Policy: (Endo)
 - BP 3555 – Nutrition Program Compliance
- i) Receive for information the following revised Board Policy: (Endo)
 - BP 3580 – District Records

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adopting Resolution #26-17: Regarding Absent Board Member Compensation (Gabler)
- b) Consider approval of ECS Imaging Services (Gabler)
- c) Consider approval of 2016-17 updated school plans (Carlton)
- d) Consider approval of Independent Educational Evaluation 'IEE' (McConnell)
- e) Consider approval of consultant contract with Conscious Teaching Consultant, Grace Dearborn (Rubalcava)
- f) Consider approval of consultant contract with Mathematics Professional Developer, Robert Kaplinsky (Rubalcava)
- g) Consider approval of award for the Woodrow Wilson Jr. High School roof project to Graham Prewett Construction (Mulligan)
- h) Consider approval of award for the exterior painting at Roosevelt to Vera's Painting (Mulligan)
- i) Consider approval of award for the exterior painting at Lincoln to Pacific Contractors Group (Mulligan)

5. PERSONNEL (Martinez)

a) Employment

Short-Term Certificated Employment

- John Passmore, SDC Teacher, Simas School, effective 2/14/17 to 2/17/17 and 3/13/17 to 6/7/17

Classified

- Valerie Esparza-Lopez, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/8/17
- Elaine Grandmont, Food Service Worker I – 3.25 hrs., Hamilton, effective 3/6/17

Temporary Employees/Substitutes/Yard Supervisors

- Heidi Augusto, Substitute Yard Supervisor, effective 3/9/17
- Mando Breshears, Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 3/1/17 to 4/7/17
- Johnathan Covian, Substitute Food Service Worker I and II, effective 3/8/17
- Andrice Dean, Short-term Yard Supervisor – 1.25 hrs., Richmond, effective 3/1/17 to 4/7/17
- Adrian Garcia, Short-term Special Education Aide – 5.5 hrs., Simas, effective 2/27/17 to 6/7/17
- Veronica Martin, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 3/1/17 to 4/7/17
- Madasen Rodriguez, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 3/1/17 to 4/7/17

b) Resignations

- Sandy Barton, Account Clerk I – 3.0 hrs., King, effective 5/12/17
- Shannon Callanan, Account Clerk I – 2.75 hrs., Jefferson, effective 6/7/17
- Christie Dooley, Special Education Aide – 5.0 hrs., Simas, effective 3/24/17

c) Retirement

- Kathleen Portugal, Media Services Aide – 5.5 hrs., Lincoln, effective 10/20/17

d) Temporary Transfer

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 2/27/17 to 3/15/17

e) Temporary Out of Class Assignment

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 2/27/17 to 3/15/17

f) Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 3/9/17 to 3/17/17
- 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 3/14/17 to 3/17/17

g) More Hours

- Marisol Ayala Navarro, Short-Term Yard Supervisor, from 1.5 hrs. to 2.5 hrs., Roosevelt, effective 3/13/17
- Stacey Paez, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Roosevelt, effective 3/13/17

h) Decrease in Hours

- Mando Breshears, Short-term Yard Supervisor, from 3.5 hrs. to 2.0 hrs., Roosevelt, effective 3/13/17
- Stacey Paez, Yard Supervisor, from 2.5 hrs. to 2.0 hrs., Roosevelt, effective 3/6/17

i) Volunteers

<u>Name</u>	<u>School</u>
Cinthya Rodriguez Gaytan	Hamilton
Isabela Medina	Jefferson
Gracie Clarke	Monroe
Sheree Condie	Monroe
Sarah Dominguez	Monroe
Cynthia Andrade	Roosevelt
Rosa Perez	Roosevelt
David Endo (HESD Employee)	Simas
Tammie Hutton	Simas
Patricia Angel	Washington
Bethany Atkins	Washington
Victoria Gutierrez	Washington
Melissa Hardison	Washington
Amy McClard	Washington
Isaias Vazquez	Washington

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Liz Simas
DATE: March 9, 2017

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

Date you wish to have your item considered: March 22, 2017

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 17-36 – Kennedy
Case# 17-37 – Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/03/17 and 03/10/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 03/03/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12542589	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop Services	\$297.78
12542590	6253	AT&T Telephone	\$1,495.36
12542591	3947	ATKINSON ANDELSON LOYA RUUD & Legal	\$131.26
12542592	3575	PAMELA BECK Inst'l Consultant	\$4,500.00
12542593	5748	BMX FREESTYLE TEAM LLC Inst'l Consultant	\$1,075.00
12542594	5748	BMX FREESTYLE TEAM LLC Inst'l Consultant	\$1,075.00
12542595	6581	JENNIFER BROUSSARD Travel & Conf/Mileage	\$236.53
12542596	4287	GREG BROWN Mileage	\$222.56
12542597	6506	VANESA CARSON Travel & Conf	\$133.00
12542598	1891	DEBRA CAWLEY Travel & Conf/Mileage	\$135.35
12542599	1667	CDW GOVERNMENT INC. Information Systems Supplies	\$2,514.36
12542600	6896	VERONICA CHAVEZ Travel & Conf/Mileage	\$380.17
12542601	2767	CINEMARK Study Trip	\$1,290.00
12542602	4713	STACEY CLAYCAMP Mileage	\$32.64
12542603	5708	CORE BUSINESS INTERIORS Board Supplies	\$12,646.99
12542604	6486	CARA CUMMINGS Travel & Conf	\$88.00
12542605	2609	LISA CUNHA Mileage	\$232.19
12542606	405	DASSEL'S PETROLEUM INC. Fuel	\$345.14
12542607	4815	DIGITECH INTEGRATIONS INC Buildings & Improvements	\$5,165.00
12542608	433	DISCOVERY CENTER Study Trip	\$1,140.00
12542609	6453	FLOWERS BAKING COMPANY Food	\$1,292.40
12542610	3188	AMY FOCHETTI Incentives	\$100.00
12542611	6232	FOLLETT LIBRARY RESOURCES Books	\$3,493.90
12542612	1769	FRESNO PRODUCE Food	\$11,827.53
12542613	561	ALICE GARCIA Postage	\$60.71
12542614	1393	GAS COMPANY Gas	\$3,653.63
12542615	5323	NATIVIDAD GEORGE Travel & Conf/Mileage	\$242.56
12542616	591	GOLD STAR FOODS Food	\$11,720.73
12542617	2157	YOLANDA GOMES Incentives	\$28.37
12542618	5975	VANESSA GOMEZ Allowance	\$81.00
12542619	4075	PETER GONSALVES Mileage	\$222.56
12542620	622	CHERYL GUILBEAU Mileage	\$36.27
12542621	4059	BRENT HANKE Study Trip	\$10.00
12542622	3336	HOBART CORPORATION Food Service Repairs	\$1,213.48
12542623	724	HYATT REGENCY – MONTEREY Travel & Conf	\$1,641.78
12542624	6008	IRESCUE REPAIR CENTER Repairs	\$208.35
12542625	5280	J&E RESTAURANT SUPPLY INC Equipment	\$10,272.21
12542626	796	KINGS COUNTY OFFICE OF ED Travel & Conf	\$2,250.00
12542627	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$1,408.00
12542628	820	SHEILA E KURTZ READY Supplies	\$28.43
12542629	5765	RYAN LEDAK Travel & Conf/Mileage	\$208.32
12542630	5307	JENNIFER LEVINSON Study Trip	\$5.00
12542631	6527	LISSETTE LIBBY Travel & Conf	\$88.00
12542632	2243	MATSON ALARM Monitoring	\$36.00
12542633	937	MATSON ALARM CO. INC. Monitoring	\$124.67
12542634	5768	MCGEE PRODUCTIONS Inst'l Consultant	\$300.00
12542635	5504	MISSION SAN MIGUEL Study Trip	\$147.00
12542636	5614	STEVEN MUELLER Travel & Conf/Mileage	\$243.63

Warrant Register For Warrants

Dated 03/03/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12542637	6897	MARTHA MURILLO Payroll Liability Holding	\$14.15
12542638	5498	NATHAN NAGATANI Travel & Conf	\$220.00
12542639	4188	CHAD NIELSEN Mileage	\$29.05
12542640	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$2,847.90
12542641	1087	TRAVIS C. PADEN Travel & Conf	\$220.00
12542642	1115	SANDRA PEREZ Other Services	\$60.00
12542643	3072	JENNIFER PITKIN Incentives	\$85.53
12542644	4686	JOHN PORRAS Allowance	\$100.00
12542645	1144	PORT OF SUBS Supplies	\$39.95
12542646	1168	PRODUCERS DAIRY PRODUCTS Food	\$10,857.28
12542647	1184	PURE FORCE Supplies	\$519.73
12542648	2956	JACQUELINE A. RAVEN Mileage	\$223.63
12542649	1250	SYLVIA ROBERTS Supplies	\$56.98
12542650	4600	VANESSA ROMERO Payroll Liability Holding	\$7.00
12542651	1303	SAVE MART SUPERMARKETS Food	\$82.92
12542652	1308	SCELZI ENTERPRISES Equipment	\$1,819.38
12542653	1327	SCHOOL SPECIALTY Warehouse	\$666.67
12542654	3743	SHRED-IT USA – FRESNO Shredding	\$432.60
12542655	1356	SILVAS OIL COMPANY INC. Fuel	\$275.14
12542656	1374	SMART & FINAL STORES (HFD/DO) Supplies	\$25.14
12542657	1801	SMART & FINAL STORES (HFD/KIT) Food	\$142.34
12542658	3800	SONITROL OF FRESNO Other Services	\$291.00
12542659	1389	PATRICIA SOPER Travel & Conf	\$88.00
12542660	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,463.19
12542661	6895	TAETUM SOUZA Supplies	\$32.16
12542662	1401	STANDARD STATIONERY SUPPLY Warehouse	\$687.96
12542663	1404	STANISLAUS FOUNDATION – ADMIN Other Supplies	\$2,596.75
12542664	1403	STANISLAUS FOUNDATION – DENTAL Other Supplies	\$11,895.05
12542665	3694	JEROD STRONG Mileage	\$223.63
12542666	2188	SUPPLYWORKS Custodial Supplies	\$1,694.06
12542667	1444	SYSCO FOODSERVICES OF MODESTO Supplies/Food	\$23,286.91
12542668	4369	APRIL TAMAYO ALATORRE Travel & Conf	\$133.00
12542669	3665	TECH MUSEUM OF INNOVATION Study Trip	\$150.00
12542670	1466	TERMINIX INTERNATIONAL Pest Control	\$1,040.00
12542671	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
12542672	1558	VERIZON WIRELESS Telephone	\$489.47
12542673	6151	LESLEY WALKER FLORES Travel & Conf	\$133.00
12542674	1575	WALMART COMMUNITY/RFCSLLC Supplies	\$521.35
12542675	5905	KATELYN WARNER Travel & Conf	\$220.00
12542676	6395	DENISE WESTLUND Incentives	\$16.03
12542677	6832	BEVERLY ANN WILLIAMS Mileage	\$174.62

Total Amount of All Warrants:

\$149,967.43

Credit Card Register For Payments
Dated 03/03/2017

Document Number	Vendor Number	Vendor Name	Amount
14018781	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$7,527.26
14018782	149	BLICK ART MATERIALS Inst'l Matl's	\$1,758.72
14018783	4893	DISCOVERY EDUCATION Software Licenses	\$33,810.00
14018784	529	FOLLETT SCHOOL SOLUTIONS Software License	\$21,408.55
14018785	1111	J W PEPPER & SON INC Band Supplies	\$136.26
14018786	4276	LEARNING A-Z Software License	\$2,814.15
14018787	4776	PALOS SPORTS Inst'l Matl's	\$1,743.60
14018788	1313	SCHOLASTIC TEACHERS STORE Books	\$3,437.38
14018789	1702	TRIPLE J CONCRETE Grounds Supplies	\$515.76
14018790	1619	WILBUR-ELLIS COMPANY LLC Travel & Conf	\$150.00
Total Amount of All Credit Card Payments:			\$73,301.68

Warrant Register For Warrants

Dated 03/10/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12543147	29	AIMS EDUCATION FOUNDATION Travel & Conf	\$298.00
12543148	4566	ALLIED STORAGE CONTAINERS Leases	\$91.16
12543149	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$55.50
12543150	53	AMERICAN MUSIC COMPANY Allowance/Repairs	\$338.59
12543151	6900	BENITO AVILA Inst'l Matl's	\$40.93
12543152	6112	JENNIFER BAYS Mileage	\$55.21
12543153	6888	BRIGHTBYTES Inst'l Consultant	\$10,203.30
12543154	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$747.00
12543155	4899	BVI CONSTRUCTION Buildings & Improvements	\$52,651.23
12543156	6385	CALIFORNIA STATE UNIVERSITY FR Study Trip	\$450.00
12543157	1891	DEBRA CAWLEY Mileage	\$56.12
12543158	355	CDT INC. Other Services	\$132.00
12543159	1667	CDW GOVERNMENT INC. Matl's & Supplies	\$199.22
12543160	303	CHAFFEE ZOO Study Trip	\$935.00
12543161	304	NICK CHAMPI ENTERPRISES INC. Maintenance Matl's	\$102.96
12543162	6552	CHILDREN'S STORYBOOK GARDEN Inst'l Consultant	\$1,500.00
12543163	6903	GRACIE CLARKE Other Services	\$25.00
12543164	331	CLASSIC CHARTER Transportation Services	\$3,138.00
12543165	5428	CONSERV FLAG COMPANY Matl's & Supplies	\$879.66
12543166	6625	COSCO FIRE PROTECTION Leases	\$1,786.18
12543167	6299	JAHNA COSTELLO Study Trip	\$15.00
12543168	6898	JOHNATHAN COVIAN Other Services	\$20.00
12543169	5382	CROSSROADS Operations Matl's	\$393.77
12543170	6877	CSUS COLLEGE OF CONTINUING EDU Travel & Conf	\$50.00
12543171	6486	CARA CUMMINGS Mileage	\$38.25
12543172	6190	CUSTOMINK Matl's & Supplies	\$429.08
12543173	5463	SARA DECUIR Mileage	\$34.24
12543174	6871	DELCOM GROUP LP Psychological Services Supplies	\$670.00
12543175	6024	DEPUTY DORKFACE Inst'l Consultant	\$350.00
12543176	6024	DEPUTY DORKFACE Inst'l Consultant	\$350.00
12543177	6024	DEPUTY DORKFACE Inst'l Consultant	\$350.00
12543178	433	DISCOVERY CENTER Study Trip	\$1,045.00
12543179	5786	DOCUMENT TRACKING SERVICES Other Services/Software	\$5,236.91
12543180	1948	DOWNING PLANETARIUM CSUF Study Trip	\$552.00
12543181	1948	DOWNING PLANETARIUM CSUF Study Trip	\$280.00
12543182	5360	EDUPOINT EDUCATIONAL SYSTEMS Other Services	\$3,000.00
12543183	2155	JAVIER ESPINDOLA Inst'l Matl's	\$38.31
12543184	5517	FRESNO STATE Travel & Conf	\$150.00
12543185	556	JOY GABLER Travel & Conf	\$108.00
12543186	4111	DIANNA GALAVIZ Mileage	\$189.39
12543187	558	CAROL GALLEGOS Travel & Conf	\$56.00
12543188	1393	GAS COMPANY Gas	\$1,918.30
12543189	3305	GILBERT ELECTRIC COMPANY Repairs	\$750.00
12543190	1816	LUCY GOMEZ Travel & Conf	\$56.00
12543191	6899	ELAINE GRANDMONT Other Services	\$20.00
12543192	1902	HANDWRITING WITHOUT TEARS Inst'l Matl's	\$773.51
12543193	632	CITY OF HANFORD Water/Sewer	\$7,668.77
12543194	3660	ROBERT HEUGLY Study Trip	\$61.11

Warrant Register For Warrants

Dated 03/10/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12543195	686	JERI HIGDON Mileage	\$37.24
12543196	6868	HOME SCIENCE TOOLS Inst'l Matl's	\$181.40
12543197	6884	INTEROP ITX 2017 Travel & Conf	\$2,474.25
12543198	5703	TERESA JAQUEZ Inst'l Consultant	\$3,268.80
12543199	5648	STACIE JOHNSON Inst'l Matl's	\$82.91
12543200	764	RICHARD JOHNSTON Travel & Conf/Mileage	\$642.30
12543201	1829	KENNEDY STUDENT BODY Inst'l Matl's	\$1,227.00
12543202	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$88.00
12543203	6904	LAURA KISHMAN Allowance	\$100.00
12543204	3048	CINDY LEWIS Mileage	\$28.84
12543205	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$19,834.00
12543206	6905	BLANCA MARTINEZ Supplies	\$70.93
12543207	2761	MHS Special Ed Supplies	\$330.33
12543208	1058	OFFICE DEPOT Warehouse/Office Supplies	\$459.15
12543209	1071	ORIENTAL TRADING CO. INC. Matl's & Supplies	\$433.23
12543210	6674	PHYSIUS PHYSICAL THERAPY & WEL Other Services	\$50.00
12543211	3072	JENNIFER PITKIN Parent Participation Supplies	\$213.65
12543212	6031	PRESCHOOL PREP COMPANY Inst'l Matl's	\$327.09
12543213	4827	RAYMOND GEDDES & CO. INC. Matl's & Supplies	\$635.18
12543214	6901	DAVID RIVERA Other Services	\$20.00
12543215	2231	RIVIERA RESORT & SPA Travel & Conf	\$569.84
12543216	4294	SAN JOAQUIN COUNTY OFFICE OF E Travel & Conf	\$375.00
12543217	4313	SELMA ELECTRIC MOTOR SHOP Operations Supplies	\$124.75
12543218	4031	SIX FLAGS MAGIC MOUNTAIN Field Trip	\$1,428.64
12543219	1374	SMART & FINAL STORES (HFD/DO) Parent Participation Supplies	\$97.03
12543220	3800	SONITROL OF FRESNO Other Services	\$3,567.00
12543221	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$19,413.98
12543222	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$528.69
12543223	773	SPORTS OFFICIATING SERVICE Inst'l Consultant	\$342.00
12543224	1401	STANDARD STATIONERY SUPPLY Warehouse	\$903.93
12543225	2625	SUNDANCE PUBLISHING Books	\$1,171.50
12543226	2188	SUPPLYWORKS Warehouse/Custodial Supplies	\$2,751.91
12543227	5923	TREE FROG PRINT SHOP INC. Matl's & Supplies	\$482.65
12543228	2138	THE TREE HOUSE READY Supplies	\$276.07
12543229	5130	DAVID TREVINO Travel & Conf	\$149.00
12543230	1554	SONIA VELO Mileage	\$71.58
12543231	1649	LUPE YADETA Inst'l Matl's	\$120.00

Total Amount of All Warrants:

\$161,166.57

Credit Card Register For Payments

Dated 03/10/2017

Document Number	Vendor Number	Vendor Name	Amount
14018861	6005	ACE ELEVATOR LOAD TEST & REPAI Repairs	\$700.00
14018862	5339	BEYOND MENTION DESIGNS LLC Inst'l Matl's	\$85.80
14018863	176	BSN SPORTS Athletic Supplies	\$5,363.71
14018864	179	BUDDY'S TROPHY SUPPLY Inst'l Matl's	\$624.47
14018865	3342	CERTIFIED LABORATORIES Transportation Supplies	\$249.97
14018866	5008	DECKER EQUIPMENT Maintenance Supplies	\$98.75
14018867	5184	DRISKELL'S APPLIANCE Equipment	\$964.18
14018868	4271	GOLDEN EAGLE CHARTER INC. Transportation Services	\$5,726.00
14018869	652	HANFORD SENTINEL Other Services	\$1,091.95
14018870	5690	INDOFF INCORPORATED Facilities Supplies	\$1,892.96
14018871	1111	J W PEPPER & SON INC Books	\$57.86
14018872	3354	KAGAN Travel & Conf	\$1,095.00
14018873	4276	LEARNING A-Z CDS Matl's & Supplies	\$99.95
14018874	994	MOBILE MODULAR MGMT. CORP. Rentals, Leases & Repairs	\$3,900.00
14018875	1021	NASCO Matl's & Supplies	\$393.69
14018876	1316	SCHOLASTIC CLASSROOM MAGAZINES Books	\$311.85
14018877	1322	SCHOOL HEALTH CORPORATION Equipment	\$7,961.14
14018878	1753	SMILEMAKERS Inst'l Matl's	\$127.42
14018879	4381	STAPLES - BUSINESS ADVANTAGE Warehouse	\$4,391.33
14018880	5391	STARFALL EDUCATION Software License	\$135.00
14018881	4914	TKO ELECTRONICS INC Matl's & Supplies	\$23,847.75
14018882	1637	WOODWIND & BRASSWIND Band Supplies	\$194.27
Total Amount of All Credit Card Payments:			\$59,313.05

Hanford Elementary School District
Minutes of the Regular Board Meeting
March 8, 2017

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 8, 2017 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** Vice-President Garner called the meeting to order at 5:30 p.m. Trustee Hernandez, Revious and Strickland were present. Trustee Garcia was absent.
- 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 5:57 p.m.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Kristian Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, and Liz Simas.
- Case #17-33** Trustee Hernandez moved to accept the Findings of Fact and expel Case #17-33 for the remainder of the school year for violation of Education Code 48915 as determined by the Administrative Panel at hearings held on March 6, 2017. However, Trustee Hernandez further moved that the Expulsion Order be suspended. The students may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 7, 2017. Trustee Revious seconded; motion carried 4-0:
- Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Case #17-34** Trustee Hernandez moved to accept the Findings of Fact and expel Case #17-34 for the remainder of the 2016-2017 school year for violation of Education Code 48915 as determined by the Administrative Panel at hearings held on March 6, 2017. Parents may apply for Readmission on or after June 7, 2017. Trustee Strickland seconded; motion carried 4-0:
- Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Public Comments** None
- Board and Staff Comments** None
- Requests to Address the Board** None

Dates to Remember

Vice-President Garner reviewed dates to remember: Registration Deadline for 3rd Annual Spring Reception and Dinner on March 10th; Registration Deadline for KSCBA Presidents Dinner on March 10th; Regular Board Meeting on March 22nd at 5:30p.m.; JFK Varsity Baseball & Soft Tournaments on March 25th at 9:00 a.m.

CONSENT ITEMS

Trustee Strickland made a motion to take consent item "a" separately. Trustee Revious seconded; motion carried 3-0:

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

Trustee Strickland made a motion to take consent items "b" through "d" together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Strickland then made a motion to approve consent items "b" through "d". Trustee Hernandez seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Warrant listings dated 2/17/17 and 2/24/17.
- b) Minutes of Regular Board Meeting 2/22/17.
- c) Interdistrict transfers as recommended.
- d) Donation of \$720.00 from Edison International.

BOARD POLICIES AND ADMINISTRATION

2017-18 Calendar

Trustee Revious made a motion to approve the 2017-18 School Calendar. Trustee Hernandez seconded; motion carried 4-0:

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

Data Center Remodel

Trustee Revious made a motion to approve the filling of the Notice of Completion for the Data Center Remodel project. Trustee Strickland seconded; motion carried 4-0:

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

Monroe School Trustee Strickland made a motion to approve to solicit bids for the Monroe School New Administration Building/Library. Trustee Revious seconded; motion carried 4-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

Trustee Strickland made a motion to take Personnel items “a” through “g” together.
Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Strickland then made a motion to approve Personnel items “a” through “g”.
Trustee Revious seconded; the motion carried 4-0:

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

Item “a” – Employment

The following items were approved:

Classified

- Bethany Loera, READY Program Tutor – 4.5 hrs., Roosevelt, effective 2/14/17
- Temporary Employees/Substitutes/Yard Supervisors
- Javantae Farmah, 4-6 Girls Track Coach, Washington, effective 2/27/17 to 4/26/17
- Raul Guzman, 4-6 Boys Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Shelia Harvey, Substitute READY Program Tutor, effective 2/22/17
- Benjamin Lopez, Substitute Custodian I, effective 2/21/17
- Louise Mendes, Substitute Yard Supervisor, effective 2/22/17
- Thomas Null, Custodian II, effective 2/21/17
- Jared Rasbeary, 7th Boys Baseball Coach, Kennedy, effective 2/21/17 to 5/8/17
- Sevensa Reed, Substitute Yard Supervisor, effective 2/16/17
- Melissa Rodriguez, Substitute Yard Supervisor, effective 2/27/17
- Jade Smith, Substitute Yard Supervisor, effective 2/16/17
- Jasmin Williams, 4-6 Girls Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Blake Villi, Substitute Yard Supervisor, effective 2/27/17
- Kou Xiong, Substitute Custodian I, effective 2/27/17

Item “b” – Resignations

- Amanda Braden, Teacher, King, effective 6/7/17
- Jessica Dutra, Teacher, King, effective 6/7/17
- Ashley Harding, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/10/17
- Kearsten Hymer, Teacher, Kennedy, effective 6/7/17
- Sarah Lackey, Teacher, Simas, effective 6/7/17
- Ana Llamas, Teacher, Lincoln, effective 6/7/17
- Anna Moreno, Educational Interpreter – 6.5 hrs., Hamilton, effective 6/7/17
- Ceason Raulino, Substitute Food Service Worker I/II, effective 11/16/16
- Julius Rojas, Yard Supervisor – 1.75 hrs., King, effective 2/3/17
- Audra Sanchez, Teacher, Simas, effective 6/7/17

- Jennifer Scholz, Teacher, Hamilton, effective 6/7/17

***Item "c" –
Temporary
Transfer***

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 2/27/17 to 3/7/17

***Item "d" –
Temporary Out
of Class
Assignment***

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 2/27/17 to 3/7/17

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

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 3/1/17 to 3/8/17
- 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 3/1/17 to 3/6/17

***Item "f" – Leave
of Absence***

- Hannah Brunner, Yard Supervisor – 3.0 hrs., Simas, effective 2/14/17 to 3/3/17, medical

***Item "g" –
Volunteers***

<u>Name</u>	<u>School</u>
Petra Almanza	Lincoln
Lorreta Oquita	Monroe
Jennifer Zuniga	Monroe
Esmeralda Jimenez Morales	Richmond
Jacquelyn Meza	Richmond
Sara Crisp (HESD Employee)	Roosevelt
Vicky Eversole	Roosevelt
Michelle King	Simas
Cruz Sanchez	Simas
Erik Sanchez	Simas
Joyce Martinez (HESD Employee)	Washington
Arianna Nava	Washington
Sherree Nowack (HESD Employee)	Washington
Sandra Ramirez	Washington
Maria Rodriguez-Olivera (HESD Employee)	Washington
Erik Gonzalez	Wilson/Kennedy

FINANCIAL

**District's
Architects**

Trustee Revious made a motion to approve the Mangini Architecture, Gonzalez Architects, and Teter as the District's architects. Trustee Hernandez seconded; motion carried 4-0:

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

Resolution #25-17 Trustee Strickland made a motion to approve Resolution #25-17: Resolution Implementing Prequalification of Construction Contractor Under Public Contract Code

Section 20111.6. Trustee Revious seconded; motion carried 4-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

CMAS

Trustee Revious made a motion to approve the California Multiple Award Schedule (CMS) to purchase roofing materials from The Garland Company. Trustee Hernandez seconded; motion carried 4-0:

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

Adjournment

There being no further business, Vice-President Garner adjourned the meeting at 6:15 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-209	A	Richmond	Pioneer	3/22/2017
I-210	A	Richmond	Pioneer	3/22/2017
I-211	A	Kennedy	Lakeside	3/22/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Matt Gamble



DATE: 3/8/17

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

Date you wish to have your item considered: 3/22/17

ITEM: Donation of \$5,000.00 from Washington PTC to HESD**PURPOSE:** School assembly, awards and assemblies**FISCAL IMPACT:** 0100-1100-0-1110-1000-580009-028-0000 \$1000.00
0100-1100-0-1110-1000-430000-028-0000 \$4,000.00**RECOMMENDATIONS:** Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Kristina Baldwin

Kristina Baldwin

DATE: March 10, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 22, 2017

ITEM: Silicon Valley Community Foundation Edision International

PURPOSE: Instructional Supplies

FISCAL IMPACT: \$150.00

RECOMMENDATIONS: Accept Donation

FOR SECURITY PURPOSES, THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK



YourCause, LLC Trustee for
 Edison International
 6111 W. Plano Parkway, Ste 1000YC
 Plano, TX 75093

CHECK NO. 1420014679

Check

BBVA Compass
 88-1054/1130

DATE
 02/03/2017

AMOUNT
 \$*****150.00

PAY EXACTLY One Hundred Fifty And No/100 Dollars

VOID after 90 days

PAY
 TO THE
 ORDER
 OF

JOSEPH M. SIMAS
 PO BOX 1067
 HANFORD, CA 93232-1067

1218

Mark W. Kim
 AUTHORIZED SIGNATURE

SIGNATURE HAS A BLUE-GREEN BACKGROUND • BORDER CONTAINS MICROPRINTING MP

⑈ 1420014679 ⑈ ⑈ 113010547⑈ 6724742104 ⑈

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis



DATE: March 8, 2017

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

Date you wish to have your item considered: March 22, 2017

ITEM: Donation of \$5,460.00 from Monroe PTCPURPOSE: Accept donation of \$5,460.00Yearbooks \$2,960.00
0100-1100-0-1110-1000-571030-024-0000End of the year awards/medals \$2,5000.00
0100-1100-0-1110-1000-430000-024-0000FISCAL IMPACT (if any): \$5,460.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy Gabler & David Endo

DATE: 03/13/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/17

ITEM: HESD Measure U Bond Update

PURPOSE: In reviewing the District Facility Master Plan and preparing for the sale of the first series of bonds, the planned projects include:

- Monroe Administration & Library Building
- Jefferson Administration & Library Building
- Roosevelt Modernization & Portable Replacement
- MLK/CDS – Portable Replacement
- Beulah Street & White Street Properties
- Lincoln Modernization & Portable Replacement

FISCAL IMPACT: None, this list is prioritizing projects**RECOMMENDATIONS:**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: March 6, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 22, 2017

ITEM: Review recommendation to revisions to Board Policy 3541.2 – Transportation for Students with Disabilities

PURPOSE: The policy is updated as recommended by the California School Board Association and is set to clarify transportation services pursuant to Section 504 of the federal Rehabilitation Act of 1973 and criteria for individualized education program (IEP) teams to use when determining a student's transportation needs. Practices such as: provision of alternative transportation when a student is excluded from school bus transportation for disciplinary reasons or other reasons, assurance that a contract with a nonpublic, nonsectarian school or agency addresses transportation as necessary, and transportation of service animals is set out in the Board Policy

FISCAL IMPACT: None

RECOMMENDATIONS: Review

Hanford ESD

Board Policy

Transportation For Students With Disabilities

BP 3541.2

Business and Noninstructional Operations

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan.

(cf. 0430 - Comprehensive Local Plan for Special Education)

~~(cf. 3250 - Transportation Fees)~~

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

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

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

~~(cf. 6164.6 - Identification and Education under Section 504)~~

~~The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.~~

(cf. 3540 - Transportation)

(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 specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. 3250 - Transportation Fees)

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

(cf. 5131.1 - Bus Conduct)

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

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

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

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

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

(cf. 3541 - Transportation Routes and Services)

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (Education Code 56195.8)

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation cost

39839 Guide dogs, signal dogs, and service dogs on bus

41850-41854 Allowances for transportation

48300-48315_ Alternative interdistrict attendance program

48915.5 Expulsion of students with exceptional needs

~~56040 No cost for special education and related services~~

56195.8 Adoption of policies

56327 Assessment for special education and related services

56345 Individualized education program

~~56365-56366.1 Nonpublic nonsectarian schools or agencies~~

~~56366.1—Waiver of requirements under section 56365 and 56366~~

CIVIL CODE

54.1-54.2 Service animals

CODE OF REGULATIONS, TITLE 5

~~15050—Transfer of funds to child development fund and development center for—handicapped—pupils fund~~

15243 Physically handicapped minors

15271 Exclusion from report

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Transportation defined as related service

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

~~CDE MANAGEMENT ADVISORIES~~

~~0500.92—Implementation of—CALIFORNIA DEPARTMENT OF EDUCATION~~

PUBLICATIONS

Special Education Transportation ~~Apportionment (#92-02)~~Guidelines

~~CDE PROGRAM ADVISORIES~~

~~0609.95 School transportation fee exemption for handicapped children and pupils whose parents—
or guardians are indigent (LO: 2-95)~~

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the
Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

reviewed: March 22, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: March 6, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 22, 2017

ITEM: Review recommendation to delete Administrative Regulation 3541.2 – Transportation for Students with Disabilities

PURPOSE: Regulation deleted and material moved to Board Policy

FISCAL IMPACT: None

RECOMMENDATIONS:

~~Hanford ESD~~

~~Administrative Regulation~~

~~Transportation For Students With Disabilities~~

~~AR 3541.2-~~

~~Business and Noninstructional Operations~~

~~When authorizing special transportation for students with disabilities, the individualized education program (IEP) team or Section 504 committee shall consider, at a minimum, all of the following:~~

- ~~1. The student's safety and health needs~~
- ~~2. The extent to which transportation arrangements may help the student develop independent mobility skills~~
- ~~3. The student's difficulty in using regular transportation services~~
- ~~4. The coordination of regular and special transportation~~

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

~~Disabled students who do not meet any of the above criteria may use regular home to school transportation.~~

~~If a disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/guardian provided that transportation is specified in the student's IEP. (Education Code 48915.5)~~

~~(cf. 3540 Transportation)~~

~~When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services specified in the student's IEP. (Education Code 56366)~~

~~Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839)~~

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — May 16, 2001 Hanford, California~~

revised: _____ December 4, 2003
delete: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following revised Board Policy and Administrative Regulation for information:
BP/AR 3314 - Payment of Goods and Services

PURPOSE:

The attached Board Policy and Administrative Regulation is being updated to recognize the importance of segregation of duties and to specify the percentage that the District can withhold from a construction project that is pending completion.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy and Administrative Regulation at the next board meeting:

BP/AR 3314 - Payment of Goods and Services

Hanford ESD

Board Policy

Payment For Goods And Services

BP 3314

Business and Noninstructional Operations

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid ~~on time in order expeditiously so~~ that the district may, to the extent possible, take advantage of available discounts and avoid finance charges. ~~The district shall not be responsible for unauthorized purchases.~~

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

(cf. 9320 - Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

Legal Reference:

EDUCATION CODE

17605 Delegation of authority for purchases

42630-42651 ~~General provisions—orders~~Orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

~~5500—Definitions (facsimile)~~16.5 Digital signatures)

~~5501—Filing and certification of manual signature~~

~~5503—Unlawful use of facsimile signatures or seals~~

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

7201 Retention proceeds; limits and exceptions
9203 Payment for projects costing over \$5000
 20104.50 ~~Construction~~Timely progress payments

CODE OF REGULATIONS, TITLE 2
22000-22005 Digital signatures

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

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

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Payment For Goods And Services

AR 3314

Business and Noninstructional Operations

Payments Related to Construction

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee shall ensure that requests for progress payments related to construction contracts are processed and may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. AnyIf the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request shall be returned to the contractor within seven days, together with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled public meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding and the actual amount to be withheld. (Public Contract Code 7201)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for ~~construction~~public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150% percent of the disputed amount. (Public Contract Code 7107)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following revised Board Policy and Administrative Regulation for information:
BP/AR 3553 – Free and Reduced Price Meals

PURPOSE:

The attached Board Policy and Administrative Regulation is being updated to allow the sharing of free/reduced eligibility with other local educational agencies under certain conditions. The purpose of this sharing would allow for uninterrupted service when the student is transferring schools and allow school districts to establish household eligibility for funding purposes.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy and Administrative Regulation at the next board meeting:

BP/AR 3553 – Free and Reduced Price Meals

Hanford ESD

Board Policy

Free And Reduced Price Meals

BP 3553

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)
 (cf. 3552 - Summer Meal Program)
 (cf. 5030 - Student Wellness)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 6177 - Summer Learning Programs~~School~~)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. -(Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

~~If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.~~

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the following purposes~~of~~: (Education Code 49558)

1. Disaggregation of academic achievement data

(cf. 6162.51 - State Academic Achievement Tests)

2. Identification of students eligible for alternative supports in~~In~~ any school identified as a Title I program improvement school ~~pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services~~

(cf. 0520.2 - Title I Program Improvement Schools)

~~(cf. 5125 - Student Records)~~

~~(cf. 6162.51 - Standardized Testing and Reporting Program)~~

(cf. 6171 - Title I Programs)

If a student transfers from~~The Board further authorizes~~ the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release of information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if eligibility, provided that the student has been is approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's and the parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (in accordance with Education Code 49557.2, 49557.3, 49558).

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 -Notice at beginning of term

49430-~~49434~~49436 - 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 of 1974

49547-49548.3 -Comprehensive nutrition service

49550-49562 -Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 -Mandatory meals for needy students

15530-15535 -Nutrition education

15550-15565 -School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g -Federal Educational Rights and Privacy Act

6301-6514 -Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j -School lunch program

1771-1791 -Child nutrition, especially:

1773 -School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 -National School Lunch Program

220.10-220.21 -National School Breakfast Program

245.1-245.13 -Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012~~Policy Implementation Monitoring Report and Guide, 2007~~

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012~~rev. April 2006~~

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 -Change in Free and Reduced-Price Meal Application Approval Process, September 2010

~~NSD-SNP-12-2010—Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010~~

~~04-103—Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004~~

~~98-101—Confidentiality of Free and Reduced-Price Eligibility Information, February 1998~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: ~~Federal Policy for~~ Determining and Verifying Eligibility, July 2015~~January 2008~~

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

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

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: November 18, 1998 Hanford, California

reviewed: May 16, 2001

revised: December 8, 2006

revised: June 15, 2011

revised:

Hanford ESD

Administrative Regulation

Free And Reduced Price Meals

AR 3553

Business and Noninstructional Operations

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. ~~The district's~~In addition, the application packet ~~shall~~may include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)

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

(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

~~(cf. 3550 - Food Service/Child Nutrition Program)~~

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

~~(cf. 3552 - Summer Meal Program)~~

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

~~In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.~~

~~An application form and related~~The form and information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. ~~-~~Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

~~(cf. 1112—Media Relations)~~

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. - (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. ~~-(42 USC 1758; 7 CFR 245.6a)~~

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. ~~-He/she also shall send a notice of adverse~~

action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. ~~The notice shall advise the household of:~~ (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students who are eligible for alternative supports in a Title I any program improvement school ~~eligible for school choice and supplemental educational services pursuant to 20 USC 6316:~~

Director of Program Development, Assessment and Accountability
(title or position)

~~Director Program Evaluation~~

In using the records for such purposes, the Superintendent or designee ~~following conditions shall ensure that: be satisfied:~~ (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program ~~are shall be~~ maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program ~~is shall not be~~ publicly released.

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

3. All other confidentiality provisions required by law ~~are shall be~~ met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program ~~is shall be~~ destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: -
(Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. -(42 USC 1758, 1773)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	November 18, 1998 Hanford, California
reviewed:	May 16, 2001
revised:	June 15, 2011
<u>revised:</u>	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following revised Board Policy for information:
BP 3300 – Expenditures and Purchases

PURPOSE:

The attached Board Policy being updated to recognize the importance of purchasing procedures and considerations when determining the most economical purchases.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy at the next board meeting:
BP 3300 – Expenditures and Purchases

Hanford ESD

Board Policy

Expenditures And Purchases~~Expending Authority~~

BP 3300

Business and Noninstructional Operations

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3230 - Federal Grant Funds)

(cf. 3350 - Travel Expenses)

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

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, ~~apparatus~~, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

~~(cf. 3310 - Purchasing Procedures)~~

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board ~~of Trustees~~.

~~(cf. 3100 - Budget)~~

(cf. 3110 - Transfer of Funds)

~~All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board every 60 days. (Education Code 17605)~~

~~District~~No district funds shall not be expended for the purchase of alcoholic beverages.
(Education Code 32435)

~~The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.~~Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification ~~liability~~ of contracts by governing board ~~agents~~

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 ~~Control of district; prescription and enforcement of rules~~

35035 ~~Powers and duties of superintendent~~

35160 Authority of governing boards

35250 Duty to keep certain records and reports

~~35272 Educational and athletic materials~~

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 ~~Accounting system~~

41014 ~~Requirement of budgetary accounting~~

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

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

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following revised Board Policy for information:
BP 3452 – Student Activity Funds

PURPOSE:

The attached Board Policy being updated to recognize the importance of internal controls with respect to the student body funds.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy at the next board meeting:
BP 3452 – Student Activity Funds

Hanford ESD

Board Policy

Student Activity Funds

BP 3452

Business and Noninstructional Operations

~~Student~~ The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend ~~money in order~~ funds to support activities that promote the general welfare, morale, and educational experiences of the ~~students~~ student body.

Fund-Raising Events

At the beginning of each school year, each principal or designee shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of submit to the Superintendent or designee a list of the fund-raising events that each student organization meetings and proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall properly reflect all financial activities consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the ~~safety of funds or exposing students to undue responsibility or unnecessary routine security of funds.~~

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

~~With Board of Trustees approval, student funds shall be held or invested in A federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)~~

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the

financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body~~Student funds~~ shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

~~The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.~~

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. ~~Auditing~~The cost of the audit shall be paid from district funds. (Education Code 41020)

~~(cf. 3400 – Management of District Assets/Accounts)~~

Legal Reference:

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligation of the student body

41020 Requirement for annual audit

48930-48938 Student body organization

49431 Sale of food and beverages, elementary school

49431.5 Sale of food and beverages, middle and high schools

51520 School premise, prohibited solicitations

51521 Fund-raising projects

CODE OF REGULATIONS, TITLE 5

15500 Food sales, elementary schools

15501 Food sales, middle and junior high schools

COURT DECISIONS

Prince v. Jacoby, (2002) 303 F.3d 1074

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual & Desk Reference, 2005

WEB SITES

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

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 16, 2001 Hanford, California

Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following Board Policy for information:
BP 3555 – Nutrition Program Compliance

PURPOSE:

The attached Board Policy recognizes the District's responsibility to comply with federal discrimination laws, references the District's uniform complaint procedures for investigatory purposes, and directs the District to notify a variety of agencies for unresolved complaints related to the Child Nutrition Program.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy at the next board meeting:
BP 3555 – Nutrition Program Compliance

CSBA Sample

Board Policy

Nutrition Program Compliance

BP 3555

Business and Noninstructional Operations

***Note: The following policy is mandated for any district that receives federal financial assistance for its participation in the National School Lunch Program, School Breakfast Program, Special Milk Program, or other child nutrition programs. Districts that do not receive any such financial assistance may delete this policy. ***

***Note: State and federal law prohibit discrimination in such programs. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7) prohibits discrimination on the basis of race, color, and national origin. Title IX (20 USC 1681-1688) prohibits discrimination on the basis of sex. The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. Education Code 220 prohibits discrimination on all those bases and, in addition, on the basis of sexual orientation in all programs and activities in public schools. The U.S. Department of Agriculture, Food and Nutrition Service (FNS) has authority to enforce federal laws in all nutrition programs and activities that receive federal funds. The California Department of Education (CDE) may also investigate complaints regarding discrimination through the Uniform Complaint Procedure, see BP/AR 1312.3 - Uniform Complaint Procedures. ***

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program.

Coordinator

***Note: In March 2010, CDE's Nutrition Services Division published its Civil Rights and Complaint Procedures for Child Nutrition Programs to provide guidance and directions to enable districts comply with federal law. The publication was based on FNS's Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, issued in 2005. Both documents provide for the appointment of a civil rights coordinator to be responsible for ensuring district compliance with all the requirements. ***

The Board designates the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as coordinator of the district's efforts to comply with the laws governing its nutrition programs and to investigate any related complaints. Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the section entitled

"Procedures" in the district's AR 1312.3 - Uniform Complaint Procedures.

The coordinator shall provide training on the laws, regulations, procedures, and directives related to the district's nutrition programs to district employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in the district's nutrition programs, based on their race, ethnicity, or disability, and that prevent district employees from incorrectly denying the applications for participation submitted by such individuals.

The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the district's nutrition programs and shall, at least annually, report to the Board on whether the district's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.

When a significant number of participants or potential participants in the district's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.

The coordinator also shall ensure that the district's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability.

Notifications

The coordinator shall ensure that the U.S. Department of Agriculture's "And Justice for All" or other approved Nutrition Programs Civil Rights posters are displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

Annually, the coordinator shall notify all students, parents/guardians, and employees of program requirements and the procedures for filing a complaint, through the district's usual means of notification.

***Note: As part of its instructions to all recipients of federal funds, FNS requires that every program publication contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. FNS provides specific language for the notification and prohibits its modification in any way. ***

In addition, the coordinator shall ensure that every informational release, publication, or poster concerning the district's nutrition programs and/or activities includes, in a prominent location, the following statement:

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. In addition, California law prohibits discrimination on any basis identified in Government Code 12940.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, the district may instead use the statement "This institution is an equal opportunity provider" in the same print size as the rest of the text.

When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 1500, Sacramento, CA 95814-2342 or call 916-445-0850 or 800-952-5609
2. Office of Civil Rights, USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov
3. USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

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

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:

CALIFORNIA DEPARTMENT OF EDUCATION, NUTRITION SERVICES DIVISION
PUBLICATIONS

Civil Rights and Complaint Procedures for Child Nutrition Programs, March 2010

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE
PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction
113-1, November 2005

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

Protecting Students from Harassment and Hate Crime, January 1999

Notice of Non-Discrimination, January 1999

WEB SITES

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

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

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

Issued: 7/10

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/22/2017

ITEM:

Receive the following revised Board Policy for information:
BP 3580 – District Records

PURPOSE:

The attached Board Policy being updated to include the citation of Civil Code with respect to the notification of an information breach of district records.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy at the next board meeting:
BP 3580 – District Records

Hanford ESD

Board Policy

District Records

BP 3580

Business and Noninstructional Operations

The Governing Board ~~of Trustees~~ recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

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

(cf. 5125 - Student Records)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 5125.1 - Release of Directory Information~~4112.6/4212.6/4312.6 - Personnel Files~~)

~~(cf. 5125 - Student Records)~~

~~(cf. 5125.1 - Release of Directory Information)~~

~~In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals~~

~~may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.~~

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

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

(cf. 5145.6 - Parental Notifications)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

49069 Absolute right to access

CIVIL CODE

1798.29 Breach of security involving personal information

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: January 16, 2008

revised: April 9, 2014

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: March 13, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 22, 2017

ITEM: Consider adopting Resolution #26-17: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Rober Garcia was unable to attend the March 8, 2017 meeting due to hardship deemed acceptable by the Board.

FISCAL IMPACT: Not to exceed \$250.

RECOMMENDATIONS: Adopt Resolution #26-17.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 26-17
Board of Trustees
Hanford Elementary School District**

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

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

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

1. Board Member Robert Garcia was absent from the Hanford Elementary School District's regular board meeting held March 8, 2017 due to:
 - ☐ performing services outside the meeting for the school district
 - ☐ illness
 - ☐ jury duty
 - ☒ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 22nd day of March, 2017 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jeff Garner, Vice-President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

Board Member Absence Verification

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

I was absent from the Board meeting conducted on 3-8-2017.

☐ I am not requesting compensation for the meeting.

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

☐ Performing designated service for the district.

☐ Illness.

☐ Jury Duty.

☒ Hardship (please specify) my wife had a medical
procedure, out of town

Board Member Name: Bobby Garcia

Board Member Signature: Bobby Garcia Date: 3-13-2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 03/13/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/22/17

ITEM: Consider approval of ECS Imaging Services

PURPOSE: The District currently uses ECS Imaging for laser fiche needs in maintaining district records. At this time, the expansion of services with ECS would allow the district to begin the process of maintaining electronic cumulative records for students in lieu of hard copy files. The transition would begin in August 2017 with incoming Transitional Kindergarten and Kindergarten students.

FISCAL IMPACT: \$47,605.01**RECOMMENDATIONS:** Approve



ECS Imaging, Inc.
5905 Brockton Ave, Suite
C
Riverside CA, 92506

Phone: 951-787-8768
Fax: 951-787-0831
www.ecsimaging.com

Quote

Quote Type **Avante**

Quotation For

Name:	David Goldsmith
Company:	Hanford ESD
Phone:	
E-mail:	

Quote Info

Date:	3/10/2017
Quote Number:	2017-0310-1
Valid Through	3/31/2017
Terms:	net 20
Account Manager:	Debbi Bodewin
Phone:	x109
E-mail:	debbi@ecsimaging.com

Description of Product and Services

Licenses includes upgrade existing SQL express version to full SQL using the Districts MSSQL. Adds-on 20 Full named users. Adds the Weblink portal with 10 Concurrent Retrieval Only Users. Create Workflow for auto-populating fields from Student SQL Database. Install in April over spring break.

Software

Avante includes Workflow

SKU	Description	Unit Price	Quantity	Line Total
MSE30	Laserfiche Avante Server for MS SQL with Workflow	\$ 5,000.00	1	\$ 5,000.00
MNF05	Laserfiche Named Full User with Snapshot and Email	\$ 500.00	20	\$ 10,000.00
MPP1	Laserfiche Weblink Starter Portal (10 retrieval user licenses)	\$ 15,000.00	1	\$ 15,000.00

Trade-in Credit \$ (1,500.00) **Software Subtotal** \$ 28,500.00

Annual Maintenance

SKU	Description	Unit Price	Quantity	Line Total
MSE30B	Laserfiche Avante Server for MS SQL with Workflow LSAP	\$ 1,000.00	1	\$ 1,000.00
MNF05B	Laserfiche Named Full User with Snapshot and Email LSAP	\$ 100.00	20	\$ 2,000.00
MPP1B	Laserfiche Weblink Starter Portal (10 retrieval user licenses) LSAP	\$ 3,000.00	1	\$ 3,000.00

Annual Maintenance Subtotal \$ 6,000.00

Hardware

SKU	Description	Unit Price	Quantity	Line Total
0651C002	Canon DR-C240, 45ppm/90ipm	\$ 795.00	9	\$ 7,155.00

Hardware Discount \$ (810.00) **Hardware Subtotal** \$ 6,345.00

Professional Services

SKU	Description	Rate	Quantity	Line Total
ECSCI	ECS Install, Configuration, and Consulting Services	\$ 1,800.00	1.50	\$ 2,700.00
ECST	ECS Training Services	\$ 1,800.00	2.00	\$ 3,600.00

Professional Services Subtotal \$ 6,300.00

Special Terms

Training to include training IT staff on Workflow, ODBC Lookup to SIS, and End user training for Student Services. Scanner includes 1 year Warranty Advanced Unit Replacement and Kofax VRS.

	Subtotal	\$ 47,145.00
Tax Rate Hanford*	7.250%	Tax \$ 460.01
Software is only available via download and is not subject to CA sales tax		Shipping \$ -
	Total	\$ 47,605.01

Annual Priority Support Contract Includes

- o Maximum 4 Hour Response Time - Upgraded from 24 hours with traditional LSAP support
- o Live Hours of support are 7:30am - 5:00pm PST M-F
- o Unlimited Phone and E-mail Support
- o On-site time is calculated to the nearest half hour and minimum onsite calculation is between 2-8 hours depending on the location
- o On-site time can be used for remedial training and installing updates, in addition to support
- o Two free admissions to the ECS Annual Customer Conference along with Free Admission to Quarterly User Groups
- o Monthly E-Newsletter
- o On-site/remote support hours included as quoted. On-site within next business day as needed. Additional hours of support purchased at a discounted hourly rate. Customers not under this plan can purchase on-site hours at \$250/hour with a 1 hour minimum for remote support, and an 8 hour minimum onsite charge in addition to travel expenses.

Hardware Return Policy:

Unopened boxed hardware may be exchanged for a full cash or credit refund within 7 days - a 15% restocking fee may apply. Defective hardware will be exchanged for a replacement per the terms and conditions specified on the product warranty card.

Add-on Forms options

	One time Cost	Annual
Laserfiche Forms per user	\$50.00	\$ 10.00
Laserfiche Forms Portal Add-on- unlimited submitters	\$7,995.00	\$ 1,600.00
Forms Authenticated Participants/Approvers (1-49 users)	\$200.00	\$ 40.00
Forms Authenticated Participants/Approvers (50-199 users)	\$140.00	\$ 28.00

Laserfiche Education Community Users (Block of 2000 Licenses)
Faculty, Students, Parents \$ 9,700.00

Employee Participants can approve in Forms and Retrieve in Repository

Laserfiche Subscription Employee	Annual Per User
Participants (10-49)	\$270.00
Laserfiche Subscription Employee	
Participants (50-99)	\$265.00
Laserfiche Subscription Employee	
Participants (100-199)	\$252.00

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: February 8, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: March 22, 2017

ITEM: Hear and consider for approval 2016-2017 updated school plans.

PURPOSE: Each school has carefully and thoroughly followed the planning process. School site councils have approved the updated school plans for 2016-2017.

The school plans include funding from Title I Part A

Fiscal Impact:

School	Title I (SWP)
Hamilton Elementary	\$ 102,005
Jefferson Elementary	\$ 53,481
Kennedy Jr. High	\$ 124,180
King Elementary	\$ 139,312
Lincoln Elementary	\$ 117,919
Monroe Elementary	\$ 147,399
Richmond Elementary	\$ 109,310
Roosevelt Elementary	\$ 139,573
Simas Elementary	\$ 72,786
Washington Elementary	\$ 111,659
Wilson Jr. High	\$ 112,180
Total	\$ 1,229,804

RECOMMENDATION: Approve the updated 2016-2017 School plans.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: 3/9/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 3/22/2017

ITEM: Independent Educational Evaluation "IEE"

PURPOSE: An occupational therapy evaluation was completed for a student at Washington School; however, the parent questions the validity of the assessment; therefore, an IEE is needed. The District and parent wish the IEE to be conducted by John Goodfellow, MOT, OTR. The contractor's fees include travel time, evaluation of the student using standardized assessment tools, parent and teacher interviews, observations of the student, preparing and providing an evaluation report, attending the IEP meetings, and other duties as required to perform the completing of the IEE.

FISCAL IMPACT: \$1600.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on March 22, 20 2017, between the Hanford Elementary School District and John Goodfellow (Consultant).

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

Qualified contractor agrees to provide an Independent Educational Evaluation (IEE) in the area of Occupational Therapy. An evaluation was completed but the parent questions the validity of the assessment; therefore, an IEE is needed. The contractor's fees include travel time, evaluation of the student using standardized assessment tools, parent and teacher interviews, observations of the student, preparing and providing an evaluation report, attending the IEP meetings, and other duties as required to perform the completing of the IEE.

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

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

The Hanford Elementary School District agrees to pay John Goodfellow, MOT, OTR
the sum of (not to exceed One Thousand Six Hundred) Dollars (\$ 1600.00) for such services.

Consultant Signature

2505 W Shaw Avenue, Bldg A

Consultant's Address

John Goodfellow

Consultant Name

Fresno, CA 93711

City

State

Zip Code

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number:

0100-6500-0-5770-1190-580000-039-0000

Board Approved: _____

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

ADM-009
Revised 12/2007

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **March 13, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action


Date you wish to have your item considered: **March 22, 2017****ITEM:** Consultant Contract with Conscious Teaching Consultant, Grace Dearborn.

PURPOSE: To provide two full day PD sessions: Day 1 for New Teachers (New Teacher Orientation) with a focus on building strong classroom communities and developing effective classroom management skills. Day 2 for Student Specialists and Learning Directors with a focus on working with behaviorally at-risk students.

FISCAL IMPACT: \$8,500.00**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**
FROM: **Jill Rubalcava** 
DATE: **March 13, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **March 22, 2017**

ITEM: Consultant Contract with Mathematics Professional Developer, Robert Kaplinsky.

PURPOSE: To provide two days of Mathematics PD for teachers in grades 4-8 with a focus on Real-World Problem-Based Lessons and an emphasis on Mathematical Practices.

FISCAL IMPACT: \$11,000.00

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 13, 2017

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 22, 2017

ITEM:

Consider award for the Woodrow Wilson Jr. High School Roof Project to Graham Prewett Construction.

PURPOSE:

Graham Prewett Construction was low bid to the Woodrow Wilson Jr. High School Reroof for Buildings F, G, & J. Once the bid is awarded, we expect to start the project on June 8th. The work shall be completed within 60 calendar days ending on August 7, 2017.

FISCAL IMPACT:

The total cost for labor and materials on this project is \$89,777.00.

RECOMMENDATION:

Award bid as presented for the Woodrow Wilson Jr. High School Roof Project to Graham Prewett Construction.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 13, 2017

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 22, 2017

ITEM:

Consider award for the Exterior Painting at Roosevelt to Vera's Painting.

PURPOSE:

Vera's Painting was low bid for the Exterior Painting at Roosevelt School. Once the bid is awarded, we expect to start the project on June 8th. The work shall be completed within 60 calendar days ending on August 11, 2017.

FISCAL IMPACT:

The total cost for labor and materials on this project is \$76,000.00.

RECOMMENDATION:

Award bid as presented for the Exterior Painting at Roosevelt School to Vera's Painting.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 13, 2017

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 22, 2017

ITEM:

Consider award for the Exterior Painting at Lincoln to Pacific Contractors Group.

PURPOSE:

Pacific Contractors Group was low bid for the Exterior Painting at Lincoln School. Once the bid is awarded, we expect to start the project on June 8th. The work shall be completed within 60 calendar days ending on August 11, 2017.

FISCAL IMPACT:

The total cost for labor and materials on this project is \$86,000.00.

RECOMMENDATION:

Award bid as presented for the Exterior Painting at Lincoln School to Pacific Contractors Group.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: March 13, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 22, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Short-Term Certificated Employment

- John Passmore, SDC Teacher, Simas School, effective 2/14/17 to 2/17/17 and 3/13/17 to 6/7/17

Classified

- Valerie Esparza-Lopez, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/8/17
- Elaine Grandmont, Food Service Worker I – 3.25 hrs., Hamilton, effective 3/6/17

Temporary Employees/Substitutes/Yard Supervisors

- Heidi Augusto, Substitute Yard Supervisor, effective 3/9/17
- Mando Breshears, Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 3/1/17 to 4/7/17
- Johnathan Covian, Substitute Food Service Worker I and II, effective 3/8/17
- Andrice Dean, Short-term Yard Supervisor – 1.25 hrs., Richmond, effective 3/1/17 to 4/7/17
- Adrian Garcia, Short-term Special Education Aide – 5.5 hrs., Simas, effective 2/27/17 to 6/7/17

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Veronica Martin, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 3/1/17 to 4/7/17
- Madasen Rodriguez, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 3/1/17 to 4/7/17

b. Resignations

- Sandy Barton, Account Clerk I – 3.0 hrs., King, effective 5/12/17
- Shannon Callanan, Account Clerk I – 2.75 hrs., Jefferson, effective 6/7/17
- Christie Dooley, Special Education Aide – 5.0 hrs., Simas, effective 3/24/17

c. Retirement

- Kathleen Portugal, Media Services Aide – 5.5 hrs., Lincoln, effective 10/20/17

d. Temporary Transfer

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 2/27/17 to 3/15/17

e. Temporary Out of Class Assignment

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 2/27/17 to 3/15/17

f. Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 3/9/17 to 3/17/17
- 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 3/14/17 to 3/17/17

g. More Hours

- Marisol Ayala Navarro, Short-Term Yard Supervisor, from 1.5 hrs. to 2.5 hrs., Roosevelt, effective 3/13/17
- Stacey Paez, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Roosevelt, effective 3/13/17

h. Decrease in Hours

- Mando Breshears, Short-term Yard Supervisor, from 3.5 hrs. to 2.0 hrs., Roosevelt, effective 3/13/17
- Stacey Paez, Yard Supervisor, from 2.5 hrs. to 2.0 hrs., Roosevelt, effective 3/6/17

i. Volunteers

<u>Name</u>	<u>School</u>
Cinthya Rodriguez Gaytan	Hamilton
Isabela Medina	Jefferson
Gracie Clarke	Monroe
Sheree Condie	Monroe
Sarah Dominguez	Monroe
Cynthia Andrade	Roosevelt
Rosa Perez	Roosevelt
David Endo (HESD Employee)	Simas
Tammie Hutton	Simas
Patricia Angel	Washington
Bethany Atkins	Washington
Victoria Gutierrez	Washington
Melissa Hardison	Washington
Amy McClard	Washington
Isaias Vazquez	Washington

RECOMMENDATION: Approve.