

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, January 11, 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# 16-40 - CDS

Case# 17-23 – Kennedy

Case# 17-24 – Kennedy

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) Community Artist Presentation by Lauren Franco & Chad Nielsen

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 December 9, 2016; December 16, 2016; December 27, 2016 and January 3, 2017.
- b) Approve minutes of Regular Board Meeting held on December 14, 2016.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$2,195.39 from Simas PTC.
- e) Approve donation of \$4,009.52 from Monroe PTC.
- f) Approve donation of \$5,000.00 from Kings & Tulare County Suicide and Prevention Task Force.

- *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.*

3. INFORMATION ITEMS

- a) Receive for information the following revised Board Policy: (McConnell)
 - BP 6164.2 – Guidance/Counseling Services
- b) Receive for information the following deleted Administrative Regulation: (McConnell)
 - AR 6164.2 – Guidance/Counseling Services
- c) Receive for information the following deleted Administrative Regulation: (Simas)
 - AR 6151 – Class Size

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract with Mathematics Specialist, Pam Beck (Rubalcava)
- b) Consider Housley Demolition Co. Inc.'s proposal for the demolition work on the property located at 1325 Beulah St., Hanford, CA (Mulligan)
- c) Consider approval of the following revised Administrative Regulation: (McConnell)
 - AR 5141.3 – Health Examinations
- d) Consider approval of the following revised Administrative Regulation: (McConnell)
 - AR 5141.4 – Child Abuse Prevention and Reporting
- e) Consider approval of the following revised Administrative Regulation: (McConnell)
 - AR 6159 – Individualized Education Program

5. PERSONNEL (Martinez)

a) Employment

Classified

- Menchu Rosaroso, Special Education Aide – 5.0 hrs., Washington, effective 12/13/16
- Maribel Santiago, Special Education Aide – 5.0 hrs., Simas, effective 1/9/17

Temporary Employees/Substitutes/Yard Supervisors

- Yvonne Anaya, Yard Supervisor - .75 hr., Monroe, effective 1/9/17
- Alexandra Chavez, Short-term Yard Supervisor – 1.25 hrs., Richmond, effective 1/9/17 to 4/7/17
- Valerie Esparza-Lopez, Yard Supervisor – 1.5 hrs., King, effective 12/12/16
- Adrian Garcia, Substitute Alternative Education Program Aide, effective 12/6/16
- Esmeralda Ledesma, Yard Supervisor – 1.0 hr., Lincoln, effective 1/9/17
- Amber Mott, Substitute Health Care Assistant, effective 12/15/16
- Juan Nunez Jr., Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/17/17 to 4/7/17
- Destiny Ramirez, Yard Supervisor - .50 hr., Richmond, effective 1/9/17
- Sylvia Reyna, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/9/17 to 4/7/17
- Robert Sanchez, Substitute Groundskeeper II, effective 12/16/16
- John Schray III, Substitute Food Service Worker I/II and Yard Supervisor, effective 12/6/16
- Virginia Silva, Substitute Educational Tutor K-6, READY Program Tutor and Special Education Program Aide, effective 12/12/16
- Cristina Solorio, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 1/9/17 to 4/17/17
- Susanne Springer, Substitute Clerk Typist II and Yard Supervisor, effective 12/19/16
- Dylan Stewart, Yard Supervisor – 2.0 hrs., Washington, effective 1/9/17

b) Resignations

- Susan Alegria, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 8/19/16
- Hilary Carabajal, Substitute Yard Supervisor, effective 12/16/16
- Lilia Gervacio, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 8/12/16
- Josephine Kneisel, Yard Supervisor – 2.25 hrs., Roosevelt, effective 9/1/16
- Jennifer Perryman, READY Site Lead – 5.0 hrs., Richmond, effective 6/7/17

c) Promotion

- Vance Fredrick, from Custodian II – 8.0 hrs. to Lead Custodian – 8.0 hrs., Richmond, effective 1/1/17

d) Temporary Out of Class Assignment/Transfer

- Frank Gonzales, from Alternative Education Program Aide – 5.5 hrs., Community Day School at Jefferson to Student Specialist – 8.0 hrs., Roosevelt, effective 1/9/17 to 2/16/17

e) More Hours

- Sylvia Lombera, Yard Supervisor, from 1.0 hrs. to 2.25 hrs., Roosevelt, effective 1/9/17
- Carmen Aurora Pimentel, Yard Supervisor, from 2.25 hrs., to 3.25 hrs., Monroe, effective 12/13/16

f) Leave of Absence

- Ann Marie Dowd, Teacher, District Office, effective 1/9/17 to 6/7/17, restoration of health

g) Volunteers

<u>Name</u>	<u>School</u>
Lorenzo Cipani	Hamilton
Iban Castaneda (HESD Coach)	Jefferson
Laura Gastelo	King
Daniel Bair	Simas
Hannah Bruner (HESD Employee)	Simas
Robert Wiley	Simas

6. FINANCIAL (Endo)

- a) Consider adoption of Investment Policy Resolution #20-17
- b) Consider acceptance of donation from the HESD Education Foundation not to exceed \$5,505.14
- c) Consider acceptance of donation from the Committee to Support Measure U in the amount of \$715.20

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Liz Simas
DATE: December 15, 2016

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

Date you wish to have your item considered: January 11, 2017

ITEM: Administrative Panel Recommendations and Readmissions

PURPOSE:

Case# 16-40 - CDS
Case# 17-23 – Kennedy
Case# 17-24 – Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/03/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/11/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 12/09/16, 12/16/16, 12/27/16 and 01/03/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 12/09/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12536157	6838	JANET ALFARO-ALAPISCO Other Services	\$25.00
12536158	6253	AT&T Telephone	\$29.21
12536159	230	CALIFORNIA THEATRE CENTER Matl's & Supplies	\$164.00
12536160	263	DOUGLAS CARLTON Travel & Conf/Mileage	\$376.80
12536161	5627	CASBO Travel & Conf	\$90.00
12536162	3068	DEBRA COLVARD Mileage	\$25.65
12536163	5485	CREATION ENGINE Software Licenses	\$299.00
12536164	6263	MARICIA CUEVAS Other Services	\$60.00
12536165	5517	FRESNO STATE Travel & Conf	\$325.00
12536166	556	JOY GABLER Travel & Conf	\$255.21
12536167	1393	GAS COMPANY Gas	\$550.12
12536168	5323	NATIVIDAD GEORGE Matl's & Supplies	\$23.85
12536169	2157	YOLANDA GOMES Matl's & Supplies	\$59.16
12536170	5541	JOANN GRAHAM Mileage	\$25.65
12536171	3253	CORI GRIFFIN Allowance	\$100.00
12536172	622	CHERYL GUILBEAU Mileage	\$72.47
12536173	632	CITY OF HANFORD Water/Sewer	\$697.76
12536174	5850	SAMANTHA HINTHORNE Allowance	\$100.00
12536175	779	KEENAN & ASSOC./CPIC Health & Welfare	\$5,370.00
12536176	778	KEENAN & ASSOC./MED. EYE SERV. Health & Welfare	\$10,188.95
12536177	5828	KINGS COUNTY DEPT OF PUBLIC WO Fuel	\$87.55
12536178	6459	MELODY LEE Travel & Conf/Mileage	\$307.44
12536179	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$5,172.35
12536180	2649	PEGGY NOBLE Allowance	\$62.51
12536181	1138	GRACIE PITTMAN Allowance	\$100.00
12536182	6808	CARLOS RODRIGUEZ Mileage	\$216.11
12536183	6840	JOHN G. SALDIVAR Mileage	\$59.29
12536184	6492	AUDRA SANCHEZ Allowance	\$73.18
12536185	6061	DANA SILVA Matl's & Supplies	\$40.00
12536186	1356	SILVAS OIL COMPANY INC. Fuel	\$628.74
12536187	1367	SISC III Health & Welfare	\$535,990.75
12536188	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,929.07
12536189	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$2,204.46
12536190	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,597.50
12536191	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$20,989.97
12536192	5946	THE HARTFORD Health & Welfare	\$1,152.16
12536193	5905	KATELYN WARNER Matl's & Supplies	\$18.25
12536194	6395	DENISE WESTLUND Matl's & Supplies	\$61.21

Total Amount of All Warrants:

\$592,528.37

Credit Card Register For Payments
Dated 12/09/2016

Document Number	Vendor Number	Vendor Name	Amount
14018004	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$6,783.61
14018005	6099	CENTRAL VALLEY GOLF & UTILITY Equipment	\$4,407.50
14018006	4640	SOLUTION TREE Travel & Conf	\$4,683.00
Total Amount of All Credit Card Payments:			\$15,874.11

Warrant Register For Warrants

Dated 12/16/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12536684	4566	ALLIED STORAGE CONTAINERS Rentals, Leases & Repairs	\$91.38
12536685	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$2,828.88
12536686	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$375.60
12536687	6628	AWESOME CHARTERS AND TOURS LLC Other Services	\$9,100.00
12536688	4983	B & H PHOTO-VIDEO Equipment/Matl's & Supplies	\$867.99
12536689	5839	BAZIC PRODUCTS Matl's & Supplies/Warehouse	\$2,090.90
12536690	153	BOOKSOURCE Books	\$264.30
12536691	4876	BRAIN POP Inst'l Consultant	\$3,990.00
12536692	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$490.00
12536693	2970	CA BAND DIRECTORS ASSOC. Travel & Conf	\$570.00
12536694	6807	CA SCHOOL NURSES ORGANIZATION Matl's & Supplies	\$3,572.50
12536695	205	CALIFORNIA LEAGUE OF SCHOOLS Travel & Conf	\$139.00
12536696	236	STATE OF CALIFORNIA Other Services	\$1,107.00
12536697	355	CDT INC. Other Services	\$233.00
12536698	1667	CDW GOVERNMENT INC. Matl's & Supplies	\$574.65
12536699	6552	CHILDREN'S STORYBOOK GARDEN Inst'l Consultant	\$1,000.00
12536700	6414	CONSOLIDATED TESTING LABORATOR Land Acquisition	\$4,000.00
12536701	4178	COOK'S COMMUNICATION Repairs/Matl's & Supplies	\$186.14
12536702	5708	CORE BUSINESS INTERIORS Matl's & Supplies	\$740.33
12536703	373	CPM EDUCATIONAL PROGRAM Textbooks/Travel & Conf	\$2,439.00
12536704	405	DASSEL'S PETROLEUM INC. Fuel	\$380.74
12536705	5786	DOCUMENT TRACKING SERVICES Other Services	\$170.91
12536706	6453	FLOWERS BAKING COMPANY Food	\$1,299.72
12536707	1769	FRESNO PRODUCE Food	\$11,002.90
12536708	2749	GARDA CL WEST INC. Other Services	\$291.47
12536709	1393	GAS COMPANY Gas	\$2,890.10
12536710	591	GOLD STAR FOODS Food	\$13,799.09
12536711	2157	YOLANDA GOMES Mileage	\$18.90
12536712	801	KINGS COUNTY MOBILE LOCKSMITH Matl's & Supplies	\$2,530.55
12536713	5893	MONICA KRAEMER Matl's & Supplies	\$76.44
12536714	2243	MATSON ALARM Rentals, Leases & Repairs	\$36.00
12536715	6848	AMBER MOTT Other Services	\$25.00
12536716	6018	NAfME Dues & Memberships	\$576.00
12536717	1058	OFFICE DEPOT Warehouse	\$404.10
12536718	5111	P & R PAPER SUPPLY COMPANY INC Matl's & Supplies/Food	\$3,551.88
12536719	4088	ESTHER PHELPS Matl's & Supplies	\$31.32
12536720	3072	JENNIFER PITKIN Matl's & Supplies	\$41.88
12536721	1168	PRODUCERS DAIRY PRODUCTS Food	\$14,671.97
12536722	2982	RIVERSIDE COUNTY OFFICE OF ED Travel & Conf	\$300.00
12536723	6841	ROSICRUCIAN EGYPTIAN MUSEUM Matl's & Supplies	\$990.00
12536724	6840	JOHN GERALD SALDIVAR Mileage	\$59.29
12536725	6849	ROBERT SANCHEZ Other Services	\$25.00
12536726	1303	SAVE MART SUPERMARKETS Food	\$112.80
12536727	1801	SMART & FINAL STORES (HFD/KIT) Food	\$796.72
12536728	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$45,916.96
12536729	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$475.37
12536730	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$6,845.00
12536731	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$5,395.30

**Warrant Register For Warrants
Dated 12/16/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12536732	1444	SYSCO FOODSERVICES OF MODESTO Food	\$25,775.71
12536733	3665	TECH MUSEUM OF INNOVATION Matl's & Supplies	\$50.00
12536734	3665	TECH MUSEUM OF INNOVATION Matl's & Supplies	\$213.00
12536735	3665	TECH MUSEUM OF INNOVATION Matl's & Supplies	\$279.00
12536736	1466	TERMINIX INTERNATIONAL Other Services	\$25.00
12536737	6776	TULARE CITY SCHOOL DISTRICT Travel & Conf	\$300.00
12536738	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$1,050.00
12536739	4114	TULARE COUNTY OFFICE OF EDUCAT Travel & Conf	\$619.50
12536740	1554	SONIA VELO Mileage	\$57.29
12536741	1647	VERITIV OPERATING COMPANY Warehouse	\$498.42
12536742	6132	ASHLEY WELCH Matl's & Supplies	\$8.60
12536743	6832	BEVERLY ANN WILLIAMS Mileage	\$438.48
Total Amount of All Warrants:			\$176,691.08

Credit Card Register For Payments
Dated 12/16/2016

Document Number	Vendor Number	Vendor Name	Amount
14018067	3599	4IMPRINT INC Matl's & Supplies	\$1,945.61
14018068	3893	ALLIED ELECTRIC MOTOR SERV INC Equipment/Matl's & Supplies	\$1,941.13
14018069	126	BEDARD CONTROLS INC. Rentals, Leases & Repairs	\$500.00
14018070	1363	BEST BUY Food	\$24.70
14018071	149	BLICK ART MATERIALS Matl's & Supplies	\$1,553.38
14018072	179	BUDDY'S TROPHY SUPPLY Matl's & Supplies	\$394.53
14018073	4893	DISCOVERY EDUCATION Inst'l Consultant	\$31,895.00
14018074	710	HORIZON SOFTWARE INTERNATIONAL Matl's & Supplies	\$1,535.17
14018075	827	LA TAPATIA TORTILLERIA INC. Food	\$2,001.24
14018076	994	MOBILE MODULAR MGMT. CORP. Rentals, Leases & Repairs	\$3,900.00
14018077	4640	SOLUTION TREE Travel & Conf	\$8,697.00
Total Amount of All Credit Card Payments:			\$54,387.76

Warrant Register For Warrants

Dated 12/27/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12537257	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$250.50
12537258	6431	AMAZON.COM Matl's & Supplies/Warehouse/Books	\$11,739.87
12537259	6253	AT&T Telephone	\$806.58
12537260	3947	ATKINSON ANDELSON LOYA RUUD & Legal	\$19,620.57
12537261	3258	BANK OF AMERICA Travel & Conf/Dues & Memberships	\$4,639.84
12537262	150	BLINDS ETC. Matl's & Supplies	\$1,448.03
12537263	4899	BVI CONSTRUCTION Buildings & Improvements	\$66,011.61
12537264	230	CALIFORNIA THEATRE CENTER Matl's & Supplies	\$492.50
12537265	1891	DEBRA CAWLEY Mileage	\$82.67
12537266	4178	COOK'S COMMUNICATION Matl's & Supplies	\$208.43
12537267	4925	LINDA CRUZ Matl's & Supplies	\$90.68
12537268	6585	CUE CONFERENCE Dues & Memberships	\$40.00
12537269	405	DASSEL'S PETROLEUM INC. Fuel	\$4,457.97
12537270	3799	DAVE'S UPHOLSTERY Repairs	\$200.00
12537271	6852	SAMANTHA ERICKSON Allowance	\$20.85
12537272	506	ETA HAND2MIND Allowance	\$21.31
12537273	3682	FASTENAL Matl's & Supplies	\$60.45
12537274	6412	FATTE ALBERTS PIZZA COMPANY Matl's & Supplies	\$82.50
12537275	6241	FLAG DESK INC Matl's & Supplies	\$148.42
12537276	6851	JENNIFER FOSSETT Allowance	\$105.63
12537277	6825	FREEDOM WRITERS FOUNDATION Inst'l Consultant	\$3,000.00
12537278	1393	GAS COMPANY Gas	\$1,760.02
12537279	620	GRISWOLD LASALLE COBB DOWD Legal	\$2,702.05
12537280	622	CHERYL GUILBEAU Mileage	\$31.75
12537281	4696	BRIAN HAMADA Other Services	\$100.00
12537282	3656	HANFORD AUTO & TRUCK PARTS Matl's & Supplies	\$899.98
12537283	745	IT'S ELEMENTARY Matl's & Supplies	\$8,981.61
12537284	1896	JACOBSEN TRAILER INC. Equipment	\$8,793.86
12537285	5703	TERESA JAQUEZ Inst'l Consultant	\$1,740.00
12537286	5990	KELLER FORD Matl's & Supplies	\$178.45
12537287	1783	KELLER MOTORS Matl's & Supplies	\$54.61
12537288	6802	KERN OIL FILTER RECYCLING Rentals, Leases & Repairs	\$150.00
12537289	801	KINGS COUNTY MOBILE LOCKSMITH Rentals, Leases & Repairs	\$210.32
12537290	808	KINGS WASTE & RECYCLING Garbage	\$569.75
12537291	820	SHEILA E KURTZ Mileage	\$109.73
12537292	986	LAWNMOWER MAN Rentals, Leases & Repairs	\$268.53
12537293	3910	CHRISTINA MORA Matl's & Supplies	\$32.32
12537294	5510	NEWEGG.COM Matl's & Supplies	\$140.75
12537295	6257	ORCHARD SUPPLY HARDWARE Matl's & Supplies	\$1,757.64
12537296	4623	DAN RAMPONI Other Services	\$80.00
12537297	5992	RODRIGUEZ BROS INC Matl's & Supplies	\$295.43
12537298	6840	JOHN GERALD SALDIVAR Mileage	\$316.22
12537299	4700	MIKE SCHOFIELD Other Services	\$100.00
12537300	3131	SHERWIN-WILLIAMS CO Matl's & Supplies	\$174.22
12537301	3800	SONITROL OF FRESNO Buildings & Improvements	\$3,987.07
12537302	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$866.56
12537303	1405	STAPLES *6252 Matl's & Supplies	\$328.06
12537304	1405	STAPLES *6252 Matl's & Supplies	\$35.66

**Warrant Register For Warrants
Dated 12/27/2016**

Warrant Number	Vendor Number	Vendor Name	Amount
12537305	6823	TCG GROUP HOLDINGS Other Services	\$248.00
12537306	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12537307	1521	UNITED REFRIGERATION INC. Matl's & Supplies	\$1,726.05
12537308	2653	VALLEY OXYGEN Matl's & Supplies	\$314.77
12537309	2404	VAVRINEK TRINE DAY & CO. LLP Audit Expense	\$12,435.00
12537310	6832	BEVERLY ANN WILLIAMS Mileage	\$219.24
Total Amount of All Warrants:			\$163,487.06

Credit Card Register For Payments
Dated 12/27/2016

Document Number	Vendor Number	Vendor Name	Amount
14018135	2	A-Z BUS SALES INC Matl's & Supplies	\$474.37
14018136	509	EWING IRRIGATION PRODUCTS Matl's & Supplies	\$446.96
14018137	2297	FRESNO ROOFING CO. INC. Rentals, Leases & Repairs	\$9,500.00
14018138	4271	GOLDEN EAGLE CHARTER INC. Other Services	\$6,096.00
14018139	599	GOPHER SPORT Matl's & Supplies	\$30.03
14018140	652	HANFORD SENTINEL Other Services	\$345.75
14018141	1111	J W PEPPER & SON INC Matl's & Supplies	\$241.89
14018142	1802	MEDALLION SUPPLY Matl's & Supplies	\$1,516.96
14018143	1002	MORGAN & SLATES INC. Matl's & Supplies	\$486.77

Total Amount of All Credit Card Payments:**\$19,138.73**

Warrant Register For Warrants

Dated 01/03/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12537930	6807	CA SCHOOL NURSES ORGANIZATION Travel & Conf	\$2,555.00
12537931	1393	GAS COMPANY Gas	\$550.56
12537932	801	KINGS COUNTY MOBILE LOCKSMITH Matl's & Supplies	\$2,438.10
12537933	796	KINGS COUNTY OFFICE OF ED Other Excess Costs/Other Services	\$30,226.90
12537934	6224	LAWSON PRODUCTS INC Matl's & Supplies	\$84.73
12537935	4945	LINDAMOOD-BELL LEARNING PROCES Other Services	\$4,400.00
12537936	5540	MARRS PLAYGROUND INSTALLATION Rentals, Leases & Repairs	\$1,400.00
12537937	6815	MATHCOUNTS FOUNDATION Matl's & Supplies	\$190.00
12537938	937	MATSON ALARM CO. INC. Other Services	\$1,124.00
12537939	4603	MEDI Postage	\$17.12
12537940	3920	MID-VALLEY JAZZ FESTIVAL Matl's & Supplies	\$175.00
12537941	1004	MORRISON'S SILKSCREEN Matl's & Supplies	\$278.43
12537942	1058	OFFICE DEPOT Matl's & Supplies	\$502.87
12537943	1071	ORIENTAL TRADING CO. INC. Matl's & Supplies	\$789.93
12537944	1105	PEARSON LEARNING GROUP Software Licenses	\$1,000.00
12537945	6797	PRECISION ROLLER Matl's & Supplies	\$177.95
12537946	4797	R-N-R WELDING Matl's & Supplies	\$61.77
12537947	5067	RUSSELL SIGLER INC Matl's & Supplies	\$279.29
12537948	6328	SAM ACADEMY Matl's & Supplies	\$1,425.00
12537949	6328	SAM ACADEMY Matl's & Supplies	\$1,440.00
12537950	3136	SAVE A LIFE TRAINING CENTER Other Services/Travel & Conf	\$640.00
12537951	1326	SCHOOL SERVICES OF CALIF. INC. Other Services	\$305.00
12537952	3743	SHRED-IT USA – FRESNO Shredding Services	\$215.31
12537953	1356	SILVAS OIL COMPANY INC. Fuel	\$707.71
12537954	6368	SINCLAIR RESEARCH GROUP Inst'l Consultant	\$1,750.00
12537955	1374	SMART & FINAL STORES (HFD/DO) Matl's & Supplies	\$380.25
12537956	3800	SONITROL OF FRESNO Other Services	\$3,150.00
12537957	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,539.96
12537958	5586	SUPERIOR SOIL SUPPLEMENTS Rentals, Leases & Repairs	\$3,251.88
12537959	2188	SUPPLYWORKS Matl's & Supplies/Warehouse	\$1,297.96
12537960	2138	THE TREE HOUSE Matl's & Supplies	\$901.31
12537961	1503	TULARE-KINGS MUSIC ED. ASSOC. Matl's & Supplies	\$120.00
12537962	1647	VERITIV OPERATING COMPANY Matl's & Supplies	\$2,227.28
12537963	1558	VERIZON WIRELESS Telephone	\$458.19
12537964	1575	WALMART COMMUNITY/RFCSLLC Matl's & Supplies/Warehouse	\$808.51

Total Amount of All Warrants:

\$68,870.01

Credit Card Register For Payments
Dated 01/03/2017

Document Number	Vendor Number	Vendor Name	Amount
14018187	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$5,992.58
14018188	126	BEDARD CONTROLS INC. Buildings & Improvements	\$6,532.00
14018189	806	KINGS COUNTY TROPHY Matl's & Supplies	\$774.54
14018190	831	LAKESHORE LEARNING Matl's & Supplies	\$330.68
14018191	4276	LEARNING A-Z Software Licenses	\$1,575.00
14018192	854	LIBRARY STORE INC. Matl's & Supplies	\$764.24
14018193	1021	NASCO Matl's & Supplies	\$110.81
14018194	4156	PRINTERTECHS.COM INC. Matl's & Supplies	\$212.78
14018195	1345	SHIFFLER EQUIPMENT SALES INC. Matl's & Supplies	\$271.44
14018196	1350	SIGN WORKS Matl's & Supplies	\$4,414.09
14018197	1637	WOODWIND & BRASSWIND Matl's & Supplies	\$323.20
Total Amount of All Credit Card Payments:			\$21,301.36

Hanford Elementary School District
Minutes of the Annual Organizational Board Meeting
December 14, 2016

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on December 14, 2016 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Revious called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, Hill and Strickland were present.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, Cruz Sanchez and Liz Simas.

ANNUAL ORGANIZATION

Secretary of the Board, Superintendent Gabler, administered the oath of office for recently elected board members: Timothy Revious and Greg Strickland.

Following the administration of oath of office, the election of officers for 2017 was conducted.

Garcia elected President for 2017 Trustee Revious nominated Garcia for President of the HESD Board of Trustees. There were no other nominations. Trustee Strickland moved that nominations be closed, Trustee Hernandez seconded, and the motion carried 5-0:

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

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

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

By unanimous vote, Garcia was elected to serve as 2017 President of HESD Board of Trustees.

Garner elected Vice-President for 2017 Trustee Hernandez nominated Garner for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Strickland moved that nominations be closed, Trustee Hernandez seconded, and the motion carried 5-0:

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

Strickland – Yes

Trustees then cast their vote for Garner as Vice-President of the Board of Trustees:

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

By unanimous vote, Garner was elected to serve as 2017 Vice-President of HESD Board of Trustees.

**Hernandez
elected Clerk for
2017**

Trustee Garcia nominated Hernandez for Clerk of the Board of Trustees. There were no other nominations. Trustee Strickland moved that nominations be closed, Garcia seconded, and the motion carried 5-0:

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

Trustees then cast their vote for Hernandez as Clerk of the Board:

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

By unanimous vote Hernandez was elected to serve as 2017 Clerk for the HESD Board of Trustees.

**Committee
Appointments**

President Garcia appointed Trustees to serve on the following committees for 2017 as follows:

Budget Committee – Garner and Hernandez

Kings County School Boards Association – Garcia

HESD Educational Foundation – Garner

Jefferson Charter Academy Governance Council – Strickland

**Board Meeting
2017 Calendar**

Trustee Garner motioned to adopt the Board Meeting Calendar for 2016 as submitted. Trustee Hernandez seconded, motion carried 5-0:

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

Public Comments None

**Board and Staff
Comments**

Superintendent Joy C. Gabler acknowledged:

- Janelle Sumilong, former HESD student, signed a National Commitment with the University of Nevada to play women's basketball.

- Melissa Simas, 7th grade ELA, history, and social science teacher at JFK, received the Human Rights Award on November 10th.
- Anew Grewal and Vishnu Bezwada for their donation to food services in honor for their daughter Ila Bezwada's 1st birthday.
- FPM team for their vigorous and diligent work in helping with the Federal Program Monitoring Review. Carlton Douglas did a wonderful job in completing the review with zero findings. Staff mentioned Lucy Gomez, Carol Gallegos, Jill Rubalcava, David Endo, Jamie Dial, Karen McConnell, Jaime Martinez, Ramiro Flores, and Jason Strickland.

**Requests to
Address the
Board**

None

**Dates to
Remember**

President Garcia reviewed dates to remember: Winter Break from December 19th through January 6th; Holidays on December 23rd, December 26th, December 30th, and January 2nd; Regular Board Meeting on January 11th at 5:30 p.m. strikers classic Friday 13th; School Board Appreciation Dinner in Visalia on February 2nd.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated 11/4/16, 11/14/16, 11/18/16, 11/28/16, and 12/2/16.
- b) Minutes of Regular Board Meeting December 2, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$71.02 from Shoparoo.
- e) Donation of \$760.00 from Washington PTC.
- f) Donation of \$500.00 from County of Kings First Five to Hamilton, Jefferson, Monroe, Roosevelt, and Washington.
- g) Donation of \$150.00 from Silicon Valley Community Foundation International.
- h) Adopt Resolution #19-17: Regarding Absent Board Member Compensation.

INFORMATION ITEMS

- 2016-17 Annual Williams Report** Superintendent Joy C. Gabler presented for information the 2016-2017 Annual Williams Report. The Kings County Office of Education provided the report and found zero findings.
- 2016-17 Notification of Findings** Doug Carlton, Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the California Department of Education Federal Program Monitoring 2016-17 Notification of Findings. There were zero findings from the 16-17 FPM review.
- AR 5141.3** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Administrative Regulation:
- AR 5141.3 – Health Examinations
- AR 5141.4** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Administrative Regulation:
- AR 5141.4 – Child Abuse Prevention and Reporting
- AR 6159** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Administrative Regulation:
- AR 6159 – Individualized Education Program

BOARD POLICIES AND ADMINISTRATION

- 1325 Beulah St. Property** Trustee Revious made a motion to approve Purchase of real property at 1325 Beulah Street, Hanford, California. Trustee Strickland seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Property Payment** Trustee Revious made a motion to approve \$5,000.00 payment into the escrow account for the real property at 1325 Beulah Street, Hanford, California. Trustee Strickland seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Board Member Compensation** Trustee Revious made a motion to approve the 4.17% increase to Board Member compensation. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

- Jefferson ASB** Trustee Strickland made a motion to approve the formation of an Associated Student Body (ASB) for Jefferson Charter Academy. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- SELPA Local Plan** Trustee Hernandez made a motion to approve the SELPA Local Plan. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- Stanislaus Foundation** Trustee Revious made a motion to approve the Administrative Services Agreement between HESD and Stanislaus Foundation for Medical Care in regards to the District's self-funded dental insurance plan. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- AR 0430** Trustee Revious made a motion to approve revised Administrative Regulation 0430 – Comprehensive Local Plan for Special Education. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP 5141.22** Trustee Garner made a motion to approve revised Board Policy 5141.22 – Infectious Diseases. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP 0510** Trustee Revious made a motion to approve revised Board Policy 0510 – School Accountability Report Card. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- BP/AR/E 0520.2** Trustee Strickland made a motion to approve revised Board Policy and Administrative Regulation and deleted Exhibit 0520.2 – Title I Program Improvement Schools. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP/AR 0520.3** Trustee Revious made a motion to approve revised Board Policy and deleted Administrative Regulation 0520.3 – Title I Program Improvement Districts. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP/AR 6179** Trustee Revious made a motion to approve revised Board Policy and deleted Administrative Regulation 6179 – Supplemental Instruction. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP/AR 0450** Trustee Hernandez made a motion to approve revised Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP 5021** Trustee Garner made a motion to approve revised Board Policy 5021 – Noncustodial Parents. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP/AR 5022** Trustee Strickland made a motion to approve revised Board Policy and Administrative Regulation 5022 – Student and Family Privacy Rights. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes

Strickland – Yes

BP/AR 5116.1 Trustee Revious made a motion to approve revised Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment. Trustee Garner seconded; motion carried 5-0:

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

BP 5131.62 Trustee Strickland made a motion to approve revised Board Policy 5131.62 - Tobacco. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

Trustee Revious made a motion to take Personnel items "a" through "i" together. Trustee Hernandez seconded; motion carried 5-0:

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

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

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

Item "a" – Employment

The following items were approved:

Certificated

- Maria Porras, Teacher, Monroe, effective 1/9/17

Classified

- Deborah Albrecht, Health Care Assistant – 6.0 hrs., Simas, effective 11/29/16
- Juan Covarrubias, Alternative Education Program Aide – 5.5 hrs., community Day School, effective 11/28/16
- Devon Anne Daniel, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 1/9/17
- Maria Prado, Bilingual Health Care Assistant – 6.0 hrs., Richmond, effective 11/17/16

Temporary Employees/Substitutes/Yard Supervisors

- Alejandro Acevedo, Substitute Custodian II and Groundskeeper II, effective 11/10/16
- Hannah Bruner, Yard Supervisor – 2.0 hrs., Simas, effective 11/28/16
- Hilary Carabajal, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 11/14/16

to 12/16/16

- Erica Caton, Substitute Yard Supervisor, effective 11/14/16
- Daniel Covarrubias, 7-8 Boys/Girls Wrestling Coach, Kennedy, effective 11/7/16 to 2/11/17
- Juan Covarrubias, 7-8 Boys/Girls Wrestling Coach, Kennedy, effective 11/7/16 to 2/11/17
- Emily Dixon, Substitute Clerk Typist I, Food Service Worker I/II, READY Program Tutor and Yard Supervisor, effective 11/15/16
- Angel Fredrick, Substitute Yard Supervisor, effective 11/14/16
- Raul Guzman, 4-6 Boys Basketball Coach, Monroe, effective 11/7/16 to 2/4/17
- Esmeralda Ledesma, Short-term Yard Supervisor – 1.0 hr., Lincoln, effective 11/9/16 to 12/16/16
- Mayra Martin, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 11/17/16
- Melissa Martinez, Substitute READY Program Tutor, effective 11/28/16
- Martha Murillo, Substitute Alternative Education Program Aide, Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 11/18/16
- Juan Nunez, Substitute Yard Supervisor, effective 12/1/16
- Ceason Raulino, Substitute Food Service Worker I/II and Yard Supervisor, effective 11/16/16
- Eugene Reyes, 7-8 Boys/Girls Wrestling Coach, Wilson, effective 11/21/16 to 2/11/17
- Jason Roberson, 4-6 Boys Basketball Coach, Roosevelt, effective 11/28/16 to 2/4/17
- Kimberly Alvarez Rodriguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 11/21/16
- Dylan Stewart, Short-term Yard Supervisor – 2.0 hrs., Washington, effective 11/28/16 to 12/16/16
- Anthony Zulim, Substitute Custodian I, effective 12/1/16

***Item "a" –
Employment
(Cont.)***

***Item "b" –
Resignations***

- Karen Bissell, Teacher, Monroe, effective 12/16/16
- Veronica Garcia, Substitute READY Program Tutor, effective 4/14/16
- Roberto Ibarra, READY Program Tutor – 4.5 hrs., Richmond, effective 12/16/16
- Liliana Lepe, Health Care Assistant – 6.0 hrs., Simas, effective 11/17/16

***Item "c" –
Terminated due
to Failure to
Complete the
Annual Child
Abuse Training***

- Melissa Carpentieri, Substitute READY Program Tutor, effective 5/12/16
- Colleen Carter, Substitute Food Service Worker I and II, effective 9/10/15
- Bibiana Gonido, Substitute Babysitter and Yard Supervisor, effective 6/3/16
- Aaron Johnston, Substitute Custodian I and Groundskeeper I, effective 3/4/16
- Victoria Naranjo, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written translator, effective 11/13/16
- Anthony Parker, Substitute Custodian I and READY Program Tutor, effective 8/25/16
- Diana Quiroz, Substitute Clerk Trainee, effective 12/2/14
- Kimberly Alvarez Rodriguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 9/2/16
- Jorge Valtierra, Substitute Groundskeeper I, effective 7/29/16

***Item "d" –
Retirement***

- Andres V. Calderon, Lead Custodian – 8.0 hrs., Richmond, effective 12/29/16

Item "e" –

- Lucy Rose, from Account Clerk II – 8.0 hrs., to Account Technician III – 8.0 hrs.,

Temporary Out of Class Assignment

Food Services, effective 11/14/16 to 12/16/16

Item "f" – Decrease in Hours

- Jamie Jordan, Yard Supervisor, from 3.5 hrs., to 3.0 hrs., Simas, effective 10/12/16

Item "g" – Decrease in Hours

- Josephine Kneisel, Yard Supervisor – 2.25 hrs., Roosevelt, effective 11/28/16 to 12/12/16, medical
- Robert Leon, Bilingual Student Specialist – 8.0 hrs., Roosevelt, effective 1/17/17 to 2/10/17, Study
- Sonia Mena, Yard Supervisor – 3.75, Jefferson, effective 10/27/16 to 12/9/16, personal

Item "h" – Field Experience Partnership with Fresno State

Consider approval of Field Experience Partnership with Fresno State Preliminary Administrative Services Preparation Program

- Approve agreement between Hanford Elementary School District and California State University, Fresno, Preliminary Administrative Services Preparation Program to provide a field experience partnership to prepare qualified candidates for a California Preliminary Administrative Services Credential

Item "i" – Volunteers

<u>Name</u>	<u>School</u>
Maria Ramirez	Hamilton
Crystal Avila (HESD Employee)	Jefferson
Lindsay Hastings (HESD Employee)	Jefferson
Amy Fochetti (HESD Employee)	Jefferson
Michael Jensen	Jefferson
Floyd Wilding	Jefferson
Janet Alfaro-Alapisco	King
Selena Espindola	King
Diane Molina (HESD Employee)	King
Crystal Perez	King
Denise Sainz	King
Judy Garcia	Lincoln
Linda Mello	Monroe
Jesus Nieves	Monroe
Estela Alvarez	Simas
Antonia Gastelum	Simas
Susan Toste	Simas
Kimberly Willard	Simas
Mary Brown	Washington
Judy Flores	Washington
Joshua Johnson	Washington

FINANCIAL

Kings County Treasure's Quarterly Compliance Report

Trustee Revious made a motion to the Kings County Treasurer's Quarterly Compliance Report showing interest rate for the quarter at 0.77%. Trustee Garner seconded; motion carried 5-0:

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

Strickland – Yes

- Budget Calendar 2017-18** Trustee Revious made a motion to approve the Budget Calendar for the 2017-2018 budget. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- Fund 2100** Trustee Hernandez made a motion to approve the opening of Fund 2100 to facilitate the accounting of bond proceeds resulting from the passage of Measure U. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- ASB Bank Account** Trustee Revious made a motion to approve opening a bank account for the Jefferson Charter Academy student body. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- Certification of Signatures** Trustee Revious made a motion to approve the Certification of Signatures. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- Closed Session** At 6:45 p.m. Trustees adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
 - Conference with Legal Counsel – Existing Litigation (GC 54956.9(a))
 - Conference with Real Property Negotiator (GC 54956.8)
- Open Session** Trustees returned to open session at 7:29 p.m.
- Case #17-20** Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #17-20 for the remainder of the school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on December 12, 2016. 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 5-0:
Garcia – Yes
Garner – Yes

Hernandez – Yes
Revious – Yes
Strickland – Yes

Case #17-21 & #17-22 Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #17-21 and 17-22 for the remainder of the 2016-2017 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on December 12, 2016. Parents may apply for Readmission on or after June 7, 2017. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Legal Counsel In closed session, the Board took action to approve a final settlement agreement in Parent on behalf of Student v. Hanford Elementary School District, OAH Case No. 2016110087, a special education matter where claims for educational services and provision of remedies were resolved. 5-0 members voted in favor:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Grangeville Blvd & 12th Ave Property The Board met in closed session regarding the real property located at Grangeville Boulevard and 12th Avenue, Hanford, California. The Board received an update on the status of negotiations. No action was taken by the Board.

Adjournment There being no further business, President Garcia adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert "Bobby" Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-186	A	Lincoln	Armona	1/11/2017
I-187	A	Simas	Pioneer	1/11/2017
I-188	A	Wilson	Visalia	1/11/2017
I-189	A	Wilson	Armona	1/11/2017
I-190	A	Simas	Armona	1/11/2017

No	A/D	Sch Req'd	Home Sch	Date
O-140	A	Lemoore	Hamilton	1/11/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/20/16

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information: Presentations, Reports & Communications
☒ Action

Date you wish to have your item considered: 1/11/16 (Presentations, Reports & Communications)

ITEM: Community Artist Presentation by Lauren Franco & Chad Nielsen

PURPOSE: Lauren Franco & Chad Nielsen, HESD Art Teachers, would like to share with the Board a short video of last year's JFK & WW Community Artists along with highlighting the plan for this year's community art project.

FISCAL IMPACT: None**RECOMMENDATIONS:** None

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Kritina Baldwin



DATE: 12/09/2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 11, 2017

ITEM: PTC Donation of \$2195.39**PURPOSE:** To cover cost of PA System. Item approved in minutes dated May 12, 2016. Final actual expense approved December 8, 2016.**FISCAL IMPACT:** Increase of \$2195.39 to Simas School General Fund Budget
Account# 0100-1100-0-1110-1000-440000-027-0000**RECOMMENDATIONS:** Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis 

DATE: December, 16, 2016

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

Date you wish to have your item considered: January 11, 2017

ITEM: Donation of \$4009.52 from Monroe PTCPURPOSE: Accept donation of \$4009.52

Outdoor Bulletin Boards	\$ 884.52
AR Incentives	\$1,800.00
Author Visit	\$ 600.00
Reptile Visit	\$ 725.00
0100-1100-0-1110-1000-430000-024-0000	

FISCAL IMPACT (if any): \$4009.52RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/20/16

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 1/11/16

ITEM: Approve donation of \$5,000 from Kings & Tulare County Suicide and Prevention Task Force.

PURPOSE: The Kings & Tulare County Suicide and Prevention Task Force is donating \$5,000 to support the work of the JFK & WW Community Artists. Lauren Franco & Chad Nielsen, HESD Art Teachers, along with local artist Erik Gonzalez, will be planning a community art project and working alongside JFK & WW art students in bringing the art project to fruition.

FISCAL IMPACT: \$5,000.00

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 21, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: January 25, 2017

ITEM: Receive recommendation that this Board Policy 6164.2 –
Guidance/Counseling Services

PURPOSE: Policy updated to reflect the responsibilities of school counselors, specifies required and optional components to be included in a comprehensive counseling program and requires that certain strategies be included in professional development related to career and vocational counseling.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Guidance/Counseling Services

BP 6164.2

Instruction

The Board of Trustees recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and ~~serve~~serves the diverse needs of all district students. Counseling staff shall be available to meet with provide students to with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss ~~academic, social, or personal difficulties, as well as, or~~ other issues that may impact student learning.

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement
2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and social development of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities
3. Using multiple sources of information to monitor and improve student behavior and achievement
4. Collaborating and coordinating with school and community resources
5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services
6. Intervening to ameliorate school-related problems, including issues related to chronic absences
7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying
8. Improving school climate and student well-being

9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy, and commitment to lifelong learning and the pursuit of high-quality educational programs

10. Providing counseling interventions and support services for students classified as English learners, eligible for free or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services

11. Engaging in continued development as a professional school counselor

Educational Counseling

The district's academic counseling program shall help students establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.

Counseling staff shall help all students plan for the future and become aware of their career potential. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid,

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (10 USC 503; Education Code 49603)

Supplemental School Personal or Mental Health Counseling ~~Program for Students in Grades 7-8~~

~~The Board has adopted the Supplemental School Counseling Program in order to provide supplemental counseling services to all students in grades 7-8 to be delivered by personnel who hold a valid pupil personnel services credentials. In accordance with law and as specified in administrative regulation, the district's program shall provide for an individualized review of student records, an opportunity for a counselor to meet with students to discuss educational and vocational options, and specialized counseling services for students identified as at risk of not passing the high school exit examination.~~

~~(cf. 6162.52—High School Exit Examination)
(cf. 6179—Supplemental Instruction)~~

~~Personal Counseling~~

~~Counseling staff shall identify~~

~~A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student's social and work with students whose personal problems may prevent them from reaching their potential, emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance with substance abuse, physical or emotional problems, or other personal problems.~~

~~Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.~~

~~Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)~~

~~Counselors shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parent/guardian consultation and consent shall be obtained as appropriate.~~

~~A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.~~

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with ~~such crises~~ a crisis if ~~they occur~~ it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

~~37254 Supplemental instruction based on failure to pass exit exam by end of grade 12~~

~~41505-41508~~ 44266 Pupil Retention Block Grant personnel services credential

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

51250-~~51251~~ School age military dependents

51513 Personal beliefs

~~52378-52380 Supplemental School Counseling Program~~

~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~

~~48431.6 Tenth grade~~ FAMILY CODE

~~6920-6929 Consent by minor for treatment or counseling program~~

HEALTH AND SAFETY CODE

124260 Mental health services; consent by minors age 12 and older

PENAL CODE

11166-11170 Reporting known or suspected cases of child abuse

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

CODE OF REGULATIONS, TITLE 5

4930-4931 Counseling

80049-80049.1 Pupil personnel services credential

80632-80632.5 Preparation programs for pupil personnel services

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family educational rights and privacy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Results-Based School Counseling and Student Support Guidelines, 2007

WEB SITES

American School ~~Counseling~~ Counselor Association: <http://www.schoolcounselor.org>

California Association of School Counselors: <http://www.schoolcounselor-ca.org>

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

| Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education, access to military recruiters:
<http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht10-09-02.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 5, 2007 Hanford, California

revised: January 11, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 21, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: January 25, 2017

ITEM: Receive recommendation that this Administrative Regulation 6164.2 – Guidance/Counseling Services be deleted from policy

PURPOSE: The following Administrative Regulation is no longer necessary as the practices and procedures are reflected in the changes to the Board Policy. CSBA has recommended that the AR be deleted from district policies.

FISCAL IMPACT: None

RECOMMENDATIONS:

DELETE

~~Hanford ESD~~

~~Administrative Regulation~~

~~Guidance/Counseling Services~~

~~AR 6164.2~~

~~Instruction~~

~~Supplemental School Counseling Program for Students in Grades 7-8~~

~~A counselor shall review the academic and deportment record of each student in grades 7 and 8, and meet with each student and, if practicable his/her parent/guardian, to explain the records. At the meeting, the counselor shall also explain the student's educational options, the coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination, and the availability of career technical education. If such services are available to district students, the educational options discussed shall include college preparatory and vocational programs, including regional occupational centers and programs and any other available alternatives. (Education Code 52378)~~

~~(cf. 5125—Student Records)~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~(cf. 6146.11—Alternative Credits Toward Graduation)~~

~~(cf. 6146.2—Certificate of Proficiency/High School Equivalency)~~

~~(cf. 6146.5—Elementary/Middle School Graduation Requirements)~~

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

~~(cf. 6178—Vocational Education)~~

~~The Superintendent or designee shall identify students in grades 7 and 8: (Education Code 52378)~~

- ~~1.——Who are at risk of not graduating with the rest of their class~~
- ~~2.——Are not earning credits at a rate that will enable them to pass the high school exit examination~~
- ~~3.——Do not have sufficient training to allow them to fully engage in their chosen career.~~

~~For these identified students, the district shall provide the following additional services:~~

- ~~1.——List of Course Experience: For students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test administered in grade 6, the district shall provide a list of coursework and experience necessary to assist them to successfully transition to high school and to meet all graduation~~

~~requirements, including passing the high school exit examination. (Education Code 52378)~~

~~A copy of the list of coursework and experience shall be provided to the student and his/her parent/guardian. The list shall also be included in the student's cumulative record. (Education Code 52378)~~

~~2. Individual Conference: For students in grades 7 who have been deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test, the district shall offer and schedule an individual conference with each student, his/her parent/guardian, and a school counselor. During the conference, the counselor shall apprise the student and his/parent guardian of the following: (Education Code 52378)~~

~~a. Consequences of not passing the high school exit examination~~

~~b. Available programs, courses, and career technical education options needed for satisfactory completion of middle or high school~~

~~c. The student's cumulative records and transcripts~~

~~d. The student's performance on standardized and diagnostic assessments~~

~~e. Available remediation strategies, high school courses, and alternative education options~~

~~f. Information about postsecondary education and training~~

~~g. As applicable, the student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6~~

~~The individual conference shall be scheduled, to the extent feasible, within the following timelines: (Education Code 52378)~~

~~a. For students in grade 7, the conference shall occur before January of the year in which the student is in grade 7.~~

~~The Superintendent or designee shall annually submit reports to the California Department of Education describing the number and percentage of students receiving various program services. (Education Code 52380)~~

~~Notifications~~

~~Beginning in grade 7, parents/guardians shall be notified at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)~~

~~(cf. 5145.6 Parental Notifications)~~

Nondiscrimination

~~No counselor shall unlawfully discriminate against any student. In addition, when exploring the possibility of careers and courses leading to such careers, counseling staff shall not differentiate career, vocational, or higher education opportunities on the basis of the sex of the student. (Education Code 221.5; 5 CCR 4930)~~

~~For appraising or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)~~

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

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved:—September 5, 2007—Hanford, California~~

~~revised:~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Liz Simas
DATE: December 22, 2016

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

Date you wish to have your item considered: 01/11/17

ITEM: Receive for information the following Administrative Regulation for deletion.

AR 6151- Class Size

PURPOSE: The Administrative Regulation is deleted because program requirements for K-3 Class Size Reducation and Morgan-Hart Class Size Reduction programs were eliminated by new law (AB97, 2013).

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

DELETED

Hanford ESD

Administrative Regulation

Class Size

AR 6151— Instruction

Class Size Reduction in Grades K-3

When establishing a program to reduce class size in the primary grades, the program shall be implemented at each school according to the following priorities:—(Education Code 52124)

- 1.——If only one grade level is reduced at a school, the grade level shall be grade 1.
- 2.——If only two grade levels are reduced at a school, the grade levels shall be grades 1 and 2.
- 3.——If three grade levels are reduced at a school, then those grade levels shall be kindergarten and grades 1 and 2 or grades 1 through 3.——Priority shall be given to the reduction of class sizes in grades 1 and 2 before class sizes of kindergarten or grade 3 are reduced.
- 4.——If four grade levels are reduced at a school, then those grade levels shall be kindergarten through grade 3.——First priority shall be given to the reduction of class sizes in grade 1 and 2; second priority shall be given to the reduction of class size in kindergarten and grade 3.

In all classes that receive funding through the state's class size reduction program for half-day programs, instruction during the reduced class size portion of the school day shall be primarily devoted to reading and mathematics.——(Education Code 52122)

Training shall be provided to teachers participating in the class size reduction program which shall include, but not be limited to, methods for providing each of the following:——(Education Code 52127)

- 1.——Individualized instruction
- 2.——Effective teaching, including classroom management, in smaller classes
- 3.——Identifying and responding to student needs
- 4.——Opportunities to build on the individual strengths of students

(cf. 4131—Staff Development)

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **January 3, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **January 11, 2017****ITEM:** Consultant Contract with Mathematics Specialist, Pam Beck**PURPOSE:** To provide ongoing teacher support in the area of Mathematics. This will include six full days of student work analysis, planning support, and lab site demonstrations.**FISCAL IMPACT:** \$9,000**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler
FROM: Gerry Mulligan
DATE: January 3, 2017
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: January 11, 2017

ITEM:

Consider Housley Demolition Co. Inc. proposal for the demolition work on the property located at 1325 Buelah St., Hanford, CA.

PURPOSE:

Housley Demolition Co. Inc. to provide demolition and disposal services for the for the property recently purchased by the District at 1325 Buelah St.

FISCAL IMPACT:

The estimated fee for this agreement is \$17,500.00

RECOMMENDATION:

Approve proposal with Housley Demolition Co. Inc. to provide demolition services for the property on 1325 Buelah St, Hanford, CA.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 15, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 11, 2017

ITEM: Approve recommended revisions to Administrative Regulation 5141.3 – Health Examinations

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Health Examinations

AR 5141.3
Students

Cautionary Notice ~~2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve: Government 17581.5 relieves~~ districts from the obligation, ~~until July 1, 2013,~~ to perform ~~any specified mandated~~ activities ~~when the Budget Act does not provide reimbursement during that are deemed to be reimbursable state mandates under that section.~~ fiscal year. The Budget Act of 2014 (SB 852, Ch. 25, Statutes of 2014) extends the suspension of these requirements through the 2014-15 fiscal year. As a result, certain provisions of the following ~~policy or~~ administrative regulation ~~that reflect those requirements related to scoliosis screening~~ may be suspended._

The principal at each school shall notify parents/guardians of the rights of students and parents/guardians related to health examinations. (Education Code 48980; 20 USC 1232h)

A parent/guardian may annually file with the principal a written statement ~~with the principal~~ withholding consent to the physical examination of his/her child. ~~The child~~ Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (Education Code 49451; 20 USC 1232h)

Vision ~~and Hearing~~ Tests

~~Each student's vision shall be appraised, by the school nurse or other personnel authorized by the district. (under Education Code 49452, 49454 during the kindergarten year or upon first enrollment or entry in a district elementary school and subsequently in grades 2, 5, and 8. However, a student who is tested upon first enrollment or entry in the district in grade 4 or 7 shall not be required to be appraised in the next immediate year. (Education Code 49455)~~

~~All students shall be tested for visual acuity when they first enroll in elementary school and every three years thereafter until the student completes grade 8. External observations of the student's eyes, visual performance and perception shall be made by the school nurse and the classroom teacher. (Education Code 49455)~~

The vision appraisal shall include tests for visual acuity, including near vision. Male students shall also be tested one time, after the student reaches once for color vision in grade 1. Results or later and the results of the test appraisal shall be entered into the student's health record. (Education Code 49455)

Appraisal of a student's vision may be waived ~~at the parent/guardian's request if the~~ under either

of the following conditions: (Education Code 49455)

1. The student's parent/guardian requests a waiver and presents a certificate from either a medical doctor or a physician/surgeon, physician assistant, or optometrist specifying showing the results of an examination of the student's vision, including visual acuity, and, in male students, color vision. —(Education Code 49455)

2. The student's parents/guardians file with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. - ~~If made in writing, such reports shall not include a referral to any private practitioner, and the~~ The report of a visual defect-, if made in writing, shall be made on a form prescribed by the Superintendent of Public Instruction. —(Education Code 49456)

~~The~~ The report shall not include a referral to any private practitioner. However, the student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county, or city department of public health. (Education Code 49456)

In addition to the vision appraisals described above, the school nurse and/or classroom teacher shall continually and regularly observe students' eyes, appearance, behavior, visual performance, and perception that may indicate vision difficulties. (Education Code 49455)

Hearing Tests

The Superintendent or designee shall provide for the administration of hearing tests to district students by personnel authorized to conduct such testing pursuant to Education Code 49452 and 49454 and in accordance with the procedures specified in 17 CCR 2951.

Each student shall be given a hearing screening test at the following times: (17 CCR 2951)

1. Kindergarten or grade 1
2. Grade 2
3. Grade 5
4. Grade 8
5. Grade 10 or 11
6. Upon first entry into the California public school system

Each student enrolled in a special education program, other than those enrolled because of a hearing problem, shall be given a hearing test when enrolled in the program and every third year thereafter. Hearing tests may be given more frequently as needed, based on the individualized education program team's evaluation of the student. (17 CCR 2951)

(cf. 6159 - Individualized Education Program)

A follow-up hearing threshold test shall be administered to any student who fails to respond to any of the required frequencies in the screening test or is otherwise determined to need further evaluation. (17 CCR 2951)

The Superintendent or designee shall provide written notification of test results to the parents/guardians of any student who fails the hearing tests. When the test results fall within the levels specified in 17 CCR 2951 or there is evidence of pathology, such as an infection of the outer ear, chronic drainage, or a chronic earache, the notification shall include a recommendation that a further medical and audiological evaluation be obtained. (17 CCR 2951)

The dates and results of all screening tests and copies of threshold tests shall be included in the student's health records. (17 CCR 2951)

The principal or designee shall prepare an annual report of the school hearing testing program, using forms provided by the Department of Health Services, with copies to the Superintendent and the County Superintendent of Schools. (17 CCR 2951)

Scoliosis Screening

~~Each female student in grade 7 and each male student in grade 8 shall be screened for scoliosis.— This screening shall comply with California Department of Education standards and shall be performed by qualified personnel as specified in law.— (Education Code 49452.5)~~

~~Persons performing the screening shall not solicit, encourage or advise treatment of the student for scoliosis or any other condition discovered in the course of the screening. (Education Code 49452.5)~~

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources. (Education Code 49452.5)

Type 2 Diabetes Information

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if he/she has type 2 diabetes or pre-diabetes.

(cf. 5030 - Student Wellness)

The Superintendent or designee shall provide parents/guardians of incoming students in grade 7 with an information sheet developed by the CDE regarding type 2 diabetes, which includes: (Education Code 49452.7)

1. A description of the disease and its risk factors and warning signs
2. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease
3. A description of the different types of diabetes screening tests available
4. A description of treatments and prevention methods

The information sheet may be provided with the annual parental notifications required pursuant to Education Code 48980. (Education Code 49452.7)

The Superintendent or designee may provide information to parents/guardians regarding public or private sources from which they may receive diabetes screening and education services for free or at reduced costs.

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	May 16, 2001
reviewed:	December 14, 2016
approved:	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 15, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 11, 2017

ITEM: Receive recommended revisions to Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Child Abuse Prevention And Reporting

AR 5141.4
Students

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to

quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student _ (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

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

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student _ (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor _ (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. _ However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of

immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code ~~4465~~11165.9, 11166)

Kings County Child Protective Services
1200 South Dr.
Hanford, CA 93230
559-582-8776

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

—Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572) Submit form SS 8572 to Kings County Child Protective Services, 1200 South Drive, Hanford, CA 93230. (Penal Code 11166, 11168)

~~The Department of Justice website, Child Welfare and Attendance Office, your School Operations Officer, form may be obtained from the district office~~ or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

—The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

—However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. -(Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. -(Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. _For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. _The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with

the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. - (Penal Code 11165.7, 11166.5)

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

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	September 1, 2010 Hanford, California
revised:	March 16, 2011

revised: May 27, 2015
revised: December 14, 2016
approve:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: November 10, 2016

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 11, 2017

ITEM: Receive recommended revisions to Administrative Regulation 6159 – Individualized Education Program

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Individualized Education Program

AR 6159
Instruction

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with a disability within district jurisdiction. ~~(34 CFR 300.342; Education Code 56344)~~ The IEP shall be a written statement designed by the IEP team to meet the unique educational needs of a student with a disability. (Education Code 56344; 34 CFR 300.323)

Members of the ~~Individualized Education Program (IEP)~~ Team

The ~~district shall ensure that the individualized education program~~ IEP team for any student with a disability ~~-includes~~ shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414(d)(1); 34 CFR 300.321; Education Code 56341, 56341.2, 56341.5)

1. One or both of the student's parents/guardians; and/or a representative selected by ~~the parent/guardian~~ them
2. If the student is or may be participating in the regular education program, at least one of the student's regular education ~~teacher~~ teachers designated by the Superintendent or designee to represent the student's teachers

The regular education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414(d)(3)(C); 34 CFR 300.324)

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

~~If more than one regular education teacher is providing instructional services to the student, the district may designate one such teacher to represent the others.~~

3. At least one of the student's special education ~~teacher~~ teachers or, where appropriate, ~~at least one~~ special education provider for the student ~~providers~~
4. A representative of the district who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet

the unique needs of students with disabilities

b. Knowledgeable about the general education curriculum

c. Knowledgeable about the availability of district and/or ~~Special Education Local Plan Areas~~special education local plan area (SELPA) resources

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

5. An individual who can interpret the instructional ~~implication~~implications of assessment results

This individual may already be a member of the team as described in items #2-4 above or in item #6 below.

6. At the discretion of the parent/guardian or ~~district~~the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate. The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.—(Education Code 56341)

7. Whenever appropriate, the student with ~~the~~a disability

~~8. For transition service participants:~~

~~a. The student, of any age, with~~In the disability if~~development, review, or revision of his/her IEP, the purpose of the meeting is the consideration of the student's postsecondary goals and the transition services needed to assist the student in reaching those goals pursuant to 34 CFR 300.320(b)~~

~~If the student does not attend the IEP team meeting, the district~~student shall ~~take other steps to ensure that the student's preferences and interests are considered.~~

~~b. To the extent appropriate and with the consent of the parent/guardian, a be allowed to provide confidential input to any representative of any other agency that is likely to be responsible for providing or paying for transition services—his/her IEP team.~~

~~If a representative of such other local agency has been invited but does not attend the meeting, the district shall take other steps to obtain participation of the agency in the planning of any transition services.~~ (Education Code 56341.5)

~~9. For students~~8. When the student is suspected of having a specific learning disability ~~in accordance with 34 CFR 300.308 (formerly 300.540) and 34 CFR 300.310 (formerly 300.542),~~at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher.—(Education Code 56341)

_____ In accordance with 34 CFR 300.310 ~~(formerly 300.542)~~, at least one team member other than the student's regular education teacher shall observe the student's academic performance and behavior in the areas of difficulty in his/her learning environment, including in the regular classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.—
(Education Code 56341)

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. _____ 10. —For students who have When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend IEP team meetings.
(Education Code 56341.2)

~~If a student with disabilities is identified as potentially requiring mental health services, the district shall request the participation of the county mental health program in the IEP team meeting.— (Education Code 56331)~~

~~Upon request~~ 2. _____ Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist him/her in reaching the goals as stated in Education Code 56345(a)(8), the following individuals shall be invited to attend: (34 CFR 300.321)

a. _____ The student, regardless of his/her age

_____ If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

b. _____ To the extent appropriate, and with the consent of the parent/guardian ~~of a child who~~, a representative of any other agency that is likely to be responsible for providing or paying for the transition services

3. _____ If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), ~~the district~~ and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education—
or early intervention system to the initial IEP team meeting to assist with the smooth transition of services. (Education Code 56341; 20 USC 1414(d)(1)(D); 34 CFR 300.321; ~~Education Code 56341~~)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian ~~consents~~ and the district agrees/agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is

not being modified or discussed at the meeting. ~~If~~ Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the ~~IEP team~~ member may be excused from the meeting if the parent/guardian ~~consents~~, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. ~~← (Education Code 56341; 20 USC 1414(d)(1)(C); 34 CFR 300.321; Education Code 56341)~~

~~Parent/Guardian Participation and Other Rights~~

~~The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (34 CFR 300.322; Education Code 56341.5)~~

~~The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (34 CFR 300.322; Education Code 56341.5)~~

- ~~1. ——— Indicate the purpose, time, and location of the meeting~~
- ~~2. ——— Indicate who will be in attendance at the meeting~~
- ~~3. ——— Inform the parents/guardians of the provisions of 34 CFR 300.321(a)(6) and (c) relating to the participation on the IEP team of other individuals who have knowledge or special expertise about the student, and 34 CFR 300.321(f) relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting~~
- ~~4. ——— For students beginning at age 16 (or younger than 16 if deemed appropriate by the IEP team):~~
 - ~~a. ——— Indicate that the purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to 20 USC 1414(d)(1)(A)(i)(VIII), 34 CFR 300.320(b), and Education Code 56345.1~~
 - ~~b. ——— Indicate that the district will invite the student to the IEP team meeting~~
 - ~~c. ——— Identify any other agency that will be invited to send a representative~~

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

~~At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)~~

~~(cf. 6159.1 – Procedural Safeguards and Complaints for Special Education)~~

~~The parent/guardian shall have the right and opportunity to examine all of his/her child's school records upon request and before any IEP meeting. Upon receipt of an oral or written request, the district shall provide complete copies of the records within five business days. (Education Code 56043)~~

~~(cf. 5125 – Student Records)~~

~~If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (20 USC 1414(f); 34 CFR 300.322; Education Code 56341.5)~~

~~An IEP team meeting may be conducted without a parent/guardian in attendance if the district is unable to convince the parent/guardian that he/she should attend. In such a case, the district shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including: (34 CFR 300.322; Education Code 56341.5)~~

- ~~1. Detailed records of telephone calls made or attempted and the results of those calls~~
- ~~2. Copies of correspondence sent to the parent/guardian and any responses received~~
- ~~3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits~~

~~Parents/guardians and the district shall have the right to audiotape the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the district gives notice of intent to audiotape a meeting and the parent/guardian objects or refuses to attend because the meeting would be audiotaped, the meeting shall not be audiotaped. Parents/guardians also have the right to: (Education Code 56341.1)~~

- ~~1. Inspect and review the audiotapes~~
- ~~2. Request that the audiotapes be amended if the parents/guardians believe they contain information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights~~
- ~~3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights~~

~~The district shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (34 CFR 300.322; Education Code 56345.1)~~

~~The district shall give the parents/guardians of a student with disabilities a copy of his/her child's IEP at no cost. (34 CFR 300.322)~~

Contents of the IEP

The IEP shall ~~be a written statement determined in a meeting of the IEP team. It shall~~ include, but not be limited to, all of the following: ~~(20 USC 1414(d)(1)(A); 34 CFR 300.320; Education Code 56043, 56345, 56345.1; 20 USC 1414(d)(1)(A); 34 CFR 300.320)~~

1. A statement of the present levels of the student's academic achievement and functional performance, including:

a. The manner in which the student's disability affects his/her involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students)

b. For a preschool child, as appropriate, the manner in which the disability affects his/her participation in appropriate activities

c. For a student with a disability who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives

2. A statement of measurable annual goals, including academic and functional goals, designed to ~~do the following~~:

a. Meet the student's needs that result from his/her disability in order to enable the student to be involved in and progress in the general education curriculum

b. Meet each of the student's other educational needs that result from his/her disability

~~e. For students with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives~~

3. A description of the manner in which the student's progress ~~of the student~~ toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards

4. A statement of the ~~specific~~ special education instruction and related services and supplementary aids and services, based on peer-reviewed research, to the extent practicable, to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided ~~for~~ to enable the student to:

a. Advance appropriately toward attaining the annual goals

b. Be involved and make progress in the general education curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities

c. Be educated and participate with other students with disabilities and nondisabled students in the activities described in ~~Education Code 56345(a)~~the IEP

(cf. 3541.2 - Transportation for Students with Disabilities)

5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in ~~the~~ extracurricular and other nonacademic activities described in ~~item #4 above~~the IEP

~~6. A statement of any individual appropriate accommodations that are~~

6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments-

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, ~~a statement of the following: the student's IEP also shall include a statement of the reason that he/she cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate for him/her.~~

~~a. The reason that the student cannot participate in the regular assessment~~

~~b. The reason that the particular alternate assessment selected is appropriate for the student~~

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

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

(cf. 6162.52 - High School Exit Examination)

7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications

8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, or younger if determined appropriate by the IEP team, and updated annually thereafter, the following:

 a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills

 b. The transition services, including courses of study, needed to assist the student in reaching those goals

9. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of his/her rights, if any, ~~pursuant to Education Code 56041.5~~ that will transfer

to ~~the student~~him/her upon reaching age 18, pursuant to Education Code 56041.5

Where appropriate, the IEP shall also include: (Education Code 56345)

1. For ~~students~~a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

2. Linguistically appropriate goals, objectives, programs, and services for ~~students~~a student whose native language is not English

(cf. 6174 - Education for English Language Learners)

3. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education (FAPE)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer School)

4. Provision for transition into the regular education program if the student is to be transferred from a special class or center, or nonpublic, nonsectarian school, into a regular education program in a public school for any part of the school day

~~The IEP shall include,~~ including descriptions of activities intended to:

a. Integrate the student into the regular education program, including indications of the nature of each activity and the time spent on the activity each day or week

b. Support the transition of the student from the special education program into the regular education program

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6178 - ~~Vocational~~Career Technical Education)

(cf. 6181 - Alternative Schools/Programs of Choice)

5. Specialized services, materials, and equipment for ~~students~~a student with low incidence disabilities, consistent with the guidelines pursuant to Education Code 56136

Development, ~~Review, and Revision~~ of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56341.1, 56345; 20 USC 1414(d)(3)(A); 34 CFR 300.346; Education Code 56341.1, 56345324)

1. The strengths of the student-
2. The concerns of the parents/guardians for enhancing the education of their child

~~2. The concerns of the parents/guardians for enhancing the education of their child~~

3. The results of the initial or most recent assessment of the student

4. The academic, developmental, and functional needs of the student

~~assessment or most recent assessment of the student~~

- ~~4. The academic, developmental, and functional needs of the student~~

5. In the case of a student whose behavior impedes his/her learning or that of others, ~~if appropriate,~~ the use of positive behavioral interventions and supports and other strategies to address that behavior

6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP

7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille.—

____ However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, his/her future needs for instruction in Braille or the use of Braille, and other appropriate reading and writing media.

8. The communication needs of the student, and, in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, ~~including the following as described in Education Code 56345).~~

- ~~a. The student's primary language mode and language, which may include the use of spoken language with or without visual cues and/or the use of sign language~~
- ~~b. The availability of a sufficient number of age, cognitive, and language peers of similar abilities which may be met by consolidating services into a local plan area wide program or providing placement pursuant to Education Code 56361 c~~
- ~~c. Appropriate, direct, and ongoing language access to special education teachers and other specialists who are proficient in the student's primary language mode and language consistent with existing law regarding teaching training requirements~~
- ~~d. Services necessary to ensure communication accessible academic instructions, school services, and extracurricular activities consistent with the federal Vocational Rehabilitation Act and the federal Americans with Disabilities Act~~

9. Whether the student requires assistive technology devices and services

If, in considering the special factors in items #1-9 above, the IEP team determines that at the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive ~~a~~ FAPE, the IEP team ~~must~~ shall include a statement to that effect in the student's IEP. - (Education Code 56341.1)

~~The Superintendent or designee shall ensure that the IEP team: (20 USC 1414(d)(4); 34 CFR-300.324; Education Code 56043, 56341.1, 56380~~

Provision of Special Education and Related Services

The district shall

- ~~1. Reviews the IEP periodically, but at least annually, to determine whether the annual goals for the student are being achieved and the appropriateness of placement~~
- ~~2. Revises the IEP, as appropriate, to address:~~
 - ~~a. Any lack of expected progress toward the annual goals and in the general curriculum, where appropriate~~
 - ~~b. The results of any reassessment conducted pursuant to Education Code 56381~~

~~c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 305(a)(2) and Education Code 56381(b)~~

~~d. The student's anticipated needs~~

~~e. Other matters~~

~~3. Considers the special factors listed in items #5-9 above when reviewing the IEP.~~

~~4. The IEP team shall also meet: (Education Code 56343)~~

~~a. Whenever the student has received an initial formal assessment and, when desired, when the student receives any subsequent formal assessment~~

~~b. Upon request by the student's parent/guardian or teacher to develop, review, or revise the IEP~~

~~If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (20 USC 1414(d); 34 CFR 300.324; Education Code 56345.1)~~

~~As a member of the IEP team, the regular education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of: (20 USC 1414(d)(3)(C); 34 CFR 300.324; Education Code 56341)~~

~~1. Appropriate positive behavioral interventions and supports and other strategies for the student~~

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

~~2. Supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. To the extent possible, the district shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414(d)(3)(A); 34 CFR 300.324)~~

~~3. The student shall be allowed to provide confidential input to any representative of his/her IEP team. (Education Code 56341.5)~~

~~When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the district may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the district shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (20 USC 1414(d)(3)(D); 34 CFR 300.324)~~

~~If a student with disabilities residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the district shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)(cf. ~~6173.1~~ Education for Foster Youth)~~

~~When an IEP calls for a residential placement as a result of a review by an expanded IEP team, the IEP shall include a provision for a review, at least every six months, by the full IEP team of all of the following: (Education Code 56043)~~

- ~~1. The case progress~~
- ~~2. The continuing need for out-of-home placement~~
- ~~3. The extent of compliance with the IEP~~
- ~~4. Progress toward alleviating the need for out-of-home care~~
- ~~5. Timelines for the IEP and for the Provision of Services At the beginning of each school year, the district shall have an IEP in effect for each student with a disability within district jurisdiction. (34 CFR 300.323; Education Code 56344)~~

~~The district shall ensure that a meeting to develop an initial IEP is conducted within 30 days of a determination that a student needs special education and related services. The district shall also ensure that, as soon as possible following development of the IEP, special education services and related services are made available to the student in accordance with his/her IEP. (34 CFR 300.323; Education Code 56344; 34 CFR 300.323)~~

~~An IEP required as a result of an assessment of the student shall be developed within 60 days (not counting days between the student's regular school sessions, terms or days of school vacation in excess of five school days) from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. (Education Code 56344)~~

~~However, an IEP required as a result of an assessment of a student shall be developed within 30 days after the commencement of the subsequent regular school year for a student for whom a referral has been made 20 days or less prior to the end of the regular school year. In the case of school vacations, the 60-day time limit shall recommence on the date that student's school days reconvene. (Education Code 56344)~~

~~When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions, terms, or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043,~~

56343.5)

~~A regular education or special education teacher may request a review of the classroom assignment of a special education student by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.~~

The ~~district~~Superintendent or designee shall ensure that the student's IEP is accessible to each regular education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. ~~The district Superintendent or designee also~~ shall ~~also~~ ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414(d)(4); 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved
2. Revise the IEP, as appropriate, to address:
 - a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305(a)(2) and Education Code 56381(b)
 - d. The student's anticipated needs
 - e. Any other relevant matter
3. Consider the special factors listed in items #5-9 above under "Development of the IEP," when reviewing the IEP of any student with a disability to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with a disability by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414(d); 34 CFR 300.324)

If a student with a disability residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6173.1 - Education for Foster Youth)

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414(d)(3)(A); 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (20 USC 1414(d)(3)(D); 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(b)(6)
 - b. The provision of Education Code 56341(i) relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414(d)(1)(A)(i)(VIII), and 34 CFR 300.320(b)

2. An indication that the student is invited to the IEP team meeting

3. Identification of any other agency that will be invited to send a representative

(cf. 5145.6 - Parental Notifications)

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

The parent/guardian shall have the right and opportunity to examine all of his/her child's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting his/her child, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

(cf. 5125 - Student Records)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414(f); 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian that he/she should attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls

2. Copies of correspondence sent to the parent/guardian and any responses received

3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with a disability a copy of his/her child's IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student, the ~~district~~Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian pursuant to 20 USC 1414(a)(1). ~~If the parent/guardian refuses to consent to the initiation of services, the~~ The district shall not provide ~~the~~ services by utilizing the due process hearing procedures pursuant to 20 USC 1415(f). ~~if the parent/guardian refuses to consent to the initiation of services.~~ If the parent/guardian does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. (Education Code 56346)

If the ~~parent/guardian refuses all services in the IEP after having consented to those services in the past, the district shall file a request for a due process hearing. If the~~district Superintendent or designee determines that a part of ~~the~~a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415(f). While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the ~~district Superintendent or designee~~ agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the ~~student's transition, the district~~ of a student with a disability who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's ~~records of a student with disabilities transferring into this district~~, including his/her IEP

and the supporting documents related to the provision of special education services. (~~34 CFR 300.323~~; Education Code 56325; 34 CFR 300.323)

If ~~athe~~ student ~~with disabilities~~ transfers ~~to this~~into the district ~~during the school year~~ from a ~~another school~~ district within ~~this~~the same SELPA, ~~this during the school year, the~~ district shall continue, ~~without delay~~, to provide services comparable to those described in the student's existing IEP, unless ~~the student's his/her~~ parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (~~34 CFR 300.323~~; Education Code 56325; 34 CFR 300.323)

If ~~athe~~ student ~~with disabilities~~ transfers ~~to this~~into the district ~~during the school year~~ from a Californiaschool district outside of ~~this~~the district's SELPA, ~~this during the school year, the~~ district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP. Within 30 days, ~~this district~~the Superintendent or designee shall, in consultation with the student's parents/guardians, adopt the ~~other~~previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (~~34 CFR 300.323~~; Education Code 56325; 34 CFR 300.323)

If ~~athe~~ student ~~with disabilities~~ transfers ~~to this~~into the district ~~during the school year~~ from an out-of-state district, ~~this during the school year, the~~ district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as ~~this district~~the Superintendent or designee conducts an assessment, if ~~this district~~it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (~~34 CFR 300.323~~; Education Code 56325; 34 CFR 300.323)

~~Regulation~~—~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

~~revised:— May 26, 2005~~

~~revised:— August 1, 2006~~

~~revised:— October 3, 2007~~ (11/06 11/10) 3/12

~~revised:— December 9, 2016~~

~~approved:—~~

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: January 3, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 11, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Menchu Rosaroso, Special Education Aide – 5.0 hrs., Washington, effective 12/13/16
- Maribel Santiago, Special Education Aide – 5.0 hrs., Simas, effective 1/9/17

Temporary Employees/Substitutes/Yard Supervisors

- Yvonne Anaya, Yard Supervisor - .75 hr., Monroe, effective 1/9/17
- Alexandra Chavez, Short-term Yard Supervisor – 1.25 hrs., Richmond, effective 1/9/17 to 4/7/17
- Valerie Esparza-Lopez, Yard Supervisor – 1.5 hrs., King, effective 12/12/16
- Adrian Garcia, Substitute Alternative Education Program Aide, effective 12/6/16
- Esmeralda Ledesma, Yard Supervisor – 1.0 hr., Lincoln, effective 1/9/17
- Amber Mott, Substitute Health Care Assistant, effective 12/15/16
- Juan Nunez Jr., Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/17/17 to 4/7/17

Temporary Employees/Substitutes/Yard Supervisors

- Destiny Ramirez, Yard Supervisor - .50 hr., Richmond, effective 1/9/17
- Sylvia Reyna, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/9/17 to 4/7/17
- Robert Sanchez, Substitute Groundskeeper II, effective 12/16/16
- John Schray III, Substitute Food Service Worker I/II and Yard Supervisor, effective 12/6/16
- Virginia Silva, Substitute Educational Tutor K-6, READY Program Tutor and Special Education Program Aide, effective 12/12/16
- Cristina Solorio, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 1/9/17 to 4/17/17
- Susanne Springer, Substitute Clerk Typist II and Yard Supervisor, effective 12/19/16
- Dylan Stewart, Yard Supervisor – 2.0 hrs., Washington, effective 1/9/17

b. Resignations

- Susan Alegria, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 8/19/16
- Hilary Carabajal, Substitute Yard Supervisor, effective 12/16/16
- Lilia Gervacio, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 8/12/16
- Josephine Kneisel, Yard Supervisor – 2.25 hrs., Roosevelt, effective 9/1/16
- Jennifer Perryman, READY Site Lead – 5.0 hrs., Richmond, effective 6/7/17

c. Promotion

- Vance Fredrick, from Custodian II – 8.0 hrs. to Lead Custodian – 8.0 hrs., Richmond, effective 1/1/17

d. Temporary Out of Class Assignment/Transfer

- Frank Gonzales, from Alternative Education Program Aide – 5.5 hrs., Community Day School at Jefferson to Student Specialist – 8.0 hrs., Roosevelt, effective 1/9/17 to 2/16/17

e. More Hours

- Sylvia Lombera, Yard Supervisor, from 1.0 hrs. to 2.25 hrs., Roosevelt, effective 1/9/17
- Carmen Aurora Pimentel, Yard Supervisor, from 2.25 hrs., to 3.25 hrs., Monroe, effective 12/13/16

f. Leave of Absence

- Ann Marie Dowd, Teacher, District Office, effective 1/9/17 to 6/7/17, restoration of health

g. Volunteers

<u>Name</u>	<u>School</u>
Lorenzo Cipani	Hamilton
Iban Castaneda (HESD Coach)	Jefferson
Laura Gastelo	King
Daniel Bair	Simas
Hannah Bruner (HESD Employee)	Simas
Robert Wiley	Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/03/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/11/2017

ITEM:

Consider adoption of investment policy resolution.

PURPOSE:

The Hanford Elementary School District is required to annually adopt the Director of Finance's investment policy. This resolution approves the investment parameters set forth by the investment policy and delegates the District's investment authority to the Kings County Director of Finance. The policy has been reviewed and approved by the County Treasury Oversight Committee and the Board of Supervisors.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the investment policy resolution.

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

IN THE MATTER OF APPROVING
THE KINGS COUNTY DIRECTOR OF
FINANCE'S STATEMENT OF INVESTMENT
POLICY AND DELEGATING
INVESTMENT AUTHORITY TO THE
KINGS COUNTY DIRECTOR OF FINANCE
UNDER CALIFORNIA GOVERNMENT CODE
SECTIONS 53607, 53646 AND 53684 /

RESOLUTION NO. 20-17

WHEREAS, under Government Code section 53646, the Kings County Director of Finance ("Treasurer") may render an annual statement of investment policy to the Kings County Board of Supervisors and to the governing board of any local agency which has funds on deposit in the Kings County Treasury; and

WHEREAS, on December 13, 2016 the Kings County Board of Supervisors approved the Director of Finance's Statement of Investment Policy dated January 1, 2017 ("Investment Policy"); and

WHEREAS, the Investment Policy has been submitted to the District Board of Trustees ("District Board") for approval under Government Code section 53646; and

WHEREAS, under Government Code section 53646, the Treasurer may render a quarterly report ("Quarterly Report") to each local agency which has funds on deposit in the County Treasury and for which the Treasurer has made investments; and

WHEREAS, the Hanford Elementary School District ("District") has funds on deposit with the Kings County Director of Finance ("Treasurer"); and

WHEREAS, when keeping, holding, depositing and investing District funds on the District's behalf, the Treasurer acts as the "ex-officio" treasurer of the District; and

WHEREAS, the District Board has authority under Government Code sections 53607 and 53684 to delegate authority to the Treasurer to deposit and invest District funds under the provisions of Government Code sections 53601 and 53635; and

WHEREAS, the District Board now wishes to approve the Director of Finance's Statement of Investment Policy and to delegate investment authority to the Kings County Director of Finance ("Treasurer") for the ensuing twelve-month period.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code section 53646, the District Board hereby approves the Investment Policy.

2. Pursuant to Government Code section 53646, the District Board acknowledges and approves the procedures utilized by the Treasurer in rendering and submitting each Quarterly Report, under the provisions of which the Treasurer shall render each such report. Under the provisions of Government Code section 53607, the Treasurer shall prepare a monthly report and maintain it on file in his/her office for review and inspection by the District Board, staff and designated agents.

3. Pursuant to Government Code sections 53607 and 53684, and subject to the requirements of Government Code sections 53601 and 53635, the District Board hereby delegates to the Kings County Director of Finance ("Treasurer") the discretionary authority to deposit, invest or reinvest the funds of the District in the County Treasury commencing on the date of approval of this resolution and continuing for the ensuing twelve months. Without limiting his discretion in any way, the Treasurer is hereby expressly authorized to invest such District funds in the Treasurer's Pooled Investment Portfolio.

4. The District Board hereby delegates to the Treasurer the discretionary authority to determine which District funds on deposit in the Kings County Treasury are monies which are sinking funds or money not required for immediate use within the meaning of Government Code section 53601 and which monies are excess funds within the meaning of Government Code section 53684.

5. The Treasurer shall assume full responsibility for such deposit and investment transactions until such time as the District Board revokes this delegation of authority or until the date which is twelve months from the date of approval of this resolution, unless renewed on or before that date by the District Board.

The foregoing resolution was adopted upon motion by Trustee _____, seconded by Trustee _____, at a regular meeting held on the 11th day of January, 2017, by the following vote:

AYES: Trustees
NOES: Trustees
ABSENT: Trustees

President of the Board of Trustees
Hanford Elementary School District

WITNESS my hand and seal of said Board of Trustees this 11th day of January, 2017.

Clerk of said Board of Trustees

DATE: December 20, 2016
TO: Kings County School Districts
FROM: Tammy Phelps, Assistant Director of Finance -Treasury
SUBJECT: 2017 Director of Finance's Investment Policy

I am sending a copy of the 2017 Investment Policy. The Policy was reviewed and approved by the County Treasury Oversight Committee on December 5, 2016 and the Board of Supervisors on December 13, 2016. Also included is a sample district resolution approving the Statement of Investment Policy and delegating investment authority to the Kings County Director of Finance. Annually, your District Board must act on the resolution. For your convenience, the Office of Education is distributing these documents electronically via email. Please return approved resolutions to the Office of Education.

The changes to the 2017 Director of Finance's Statement of Investment Policy are as follows:

Change from estimating administrative costs using prior years' data to using actual administrative costs for the current year (page 13 Item IX.B.)

If you have any questions, please feel free to call Tammy Phelps, Assistant Director of Finance-Treasury at 852-2462.

COUNTY OF KINGS

DIRECTOR OF FINANCE'S

STATEMENT OF

INVESTMENT POLICY

JANUARY 1, 2017

_____ Rebecca Valenzuela, CPA,CGMA Director of Finance	Approved by CTOC Approved by BOS	December 5, 2016 December 13, 2016
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I. AUTHORITY

Kings County Ordinance No.557, adopted on January 14, 1997 as an urgency ordinance, delegated to the County Director of Finance the authority to continue to invest or reinvest the funds of the County and the funds of other depositors in the County treasury, pursuant to Section 53600 et seq., inclusive of Section 53684, of the California Government Code. The County Director of Finance, as agent of the county, trustee, and fiduciary, assumes full responsibility for the investment program. The Board of Supervisors shall annually review the Director of Finance's performance and may annually renew this delegation of authority for a one-year period pursuant to Government Code 53607. The Board of Supervisors may also revoke the investment authority by County ordinance.

II. POLICY STATEMENT

Annually, the County Director of Finance shall prepare an Investment Policy, pursuant to G.C. 27133 and G.C. 53646, that will be reviewed by the County Treasury Oversight Committee and rendered for approval to the Board of Supervisors and local agencies.

The purpose of this Statement of Investment Policy (Policy) is to establish cash management and investment guidelines for the County Director of Finance, who is responsible for the stewardship of the Kings County Investment Pool. Each transaction and the entire portfolio must comply with California Government Code Section 53601 et seq., Section 53635 et seq., and this policy. All portfolio activities will be judged by the Standard of the Prudence and ranking of investment objectives. Those activities which violate its spirit and intent will be deemed to be contrary to the policy.

III. POOLED INVESTMENT FUND OVERSIGHT COMMITTEE

In accordance with California Government Code Section 27130 et seq., the Board of Supervisors, in consultation with the County Director of Finance, has created a County Treasury Oversight Committee (Resolution No. 95-081, December 5, 1995) to allow local agency representatives participation in the policies that guide the investment of depositor funds. The primary responsibilities of the committee include: (a) to review and monitor the County Director of Finance's Statement of Investment Policy, (b) to cause an annual audit to be conducted to determine the County Treasury's compliance, and (c) to establish criteria for depositor withdrawal of funds for the purpose of investing or depositing outside the County Treasury pool. The meeting of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign for any member of a legislative body of any local agency that has deposited funds into the county treasury, in the previous three years or during the period that the employee is a member of the committee. While serving on the Oversight Committee, a member may not directly or indirectly raise money for any member of a legislative body of any local agency that has deposited funds into the county treasury. Finally, a member may not secure employment with, or

be employed by, bond underwriters, bond counsel, security brokerages or dealers, or a financial services firms, with whom the Director of Finance is doing business during the period that the person is a member of the committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers, or dealers, or impinge on the day-to-day operations of the County treasury and investment operations.

IV. INVESTMENT OBJECTIVES

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. SAFETY OF PRINCIPAL - The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they are from securities default or erosion of market value. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk is mitigated by: (a) limiting investments to the safest types of securities; (b) pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Treasury will do business; and (c) diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk is mitigated by: (a) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and (b) by investing operating funds primarily in shorter-term securities.

B. LIQUIDITY - As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the County Director of Finance to meet all operating requirements which may be reasonably anticipated in any depositor's fund. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). No more than 35% of the portfolio may be invested in securities maturing in three to five years and during peak tax collection no more than 30%. Percent restrictions shall be applicable only for the date of purchase. Any future percent deviations due to cash flow demands reducing the total investment portfolio shall not be considered out of compliance. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets (dynamic liquidity).

C. PUBLIC TRUST - In managing the Pooled Investment Fund, the County Director of Finance and the authorized investment staff should avoid any transactions that might impair public confidence in Kings County and the participating local agencies. Investments should be made

with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. MAXIMUM RATE OF RETURN - As the fourth objective, the Pooled investment Fund is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities can be sold prior to maturity for the following reasons: (1) a declining credit security to minimize loss of principal; (2) a security swap to improve the quality, yield, or target duration in the portfolio; (3) the liquidity needs of the portfolio require that the security be sold; (4) a call notification of a make-whole bond which, given unfavorable market conditions, could deteriorate the price of the bond on the redemption date, or (5) to realize a profit. If there is a realized loss of principal, the loss will first be allocated against the interest earned in the current quarter on the sold security. If the security's current interest is not sufficient to cover the loss, then the Director of Finance may allocate the loss against a profit realized from selling a security in the same quarter, and/or the total current and future portfolio interest earnings. In the event of an imminent loss of principal for which the security's interest would not be sufficient to cover the loss, the Director of Finance may withhold from the total current and future portfolio interest earnings to reserve against a future maximum anticipated actual loss.

V. STANDARD OF CARE

A. PRUDENCE - The County Director of Finance, as a trustee and therefore a fiduciary, is subject to the Prudent Investor Standard-which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the county treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the county and other depositors, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and the other depositors." The standard of prudence to be used by investment staff shall be the "prudent person" standard, which provides, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, liquidity needs, as well as the probable income to be derived." This standard shall be applied in the context of managing an overall portfolio.

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds the County Director of Finance shall act with the care, skill, prudence and diligence to meet the aims of the investment objectives listed in order in Section IV., Investment Objectives. Investment staff acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or

market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

B. ETHICS AND CONFLICT OF INTEREST - Treasury staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The investment staff shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The investment staff shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the treasury.

Pursuant to Government Code Section 27133(d), the County Director of Finance, individual Treasury employees, or any member of the County Treasury Oversight Committee may not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the County Treasury conducts business in an amount exceeding \$50.00.

C. DELEGATION OF AUTHORITY - Authority to manage the investment program is granted to the County Director of Finance by the Kings County Board of Supervisors. The moneys invested will be actively managed by the Director of Finance and his/her staff, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff. (See also Safekeeping and Custody, Internal Controls VI B. below). The authority to execute investment transactions for the portfolio shall be limited to the Assistant Director of Finance - Treasury, the Treasury Manager, and in the absence of the Treasury Manager, the Accounting Specialist-Treasury Operations.

VI. SAFEKEEPING AND CUSTODY

A. DEPOSITORY INSTITUTIONS – As far as possible, all money belonging to, or in the custody of the County Director of Finance shall be deposited for safekeeping in state or national banks selected by the Director of Finance, or may be invested as set forth in Section VII. To be eligible to receive funds, the bank shall have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisorial agency of its record of meeting the credit needs of California’s communities pursuant to Section 2906 of Title 12 of the United States Code.

B. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS - Schedule 1- Statement of Authorized Firms, on page 15, is a list of County Director of Finance approved financial institutions and broker/dealers authorized to provide investment services to the Treasury. Authorized firms can be added or deleted only with the Director of Finance’s approval. Any changes will result in modification to Schedule 1, but will not be considered a revision to this policy. Changes to authorized firms shall be reported to the County Treasury Oversight Committee and Board of Supervisors within two (2) weeks. The authorized parties include mostly

"primary" dealers selected on the basis of creditworthiness, capital adequacy, availability of investment inventory, and experience in trading in authorized investments. Firms utilized for money market mutual funds must either attain the highest ranking or the highest letter and numerical rating provided by not less than two of the three largest nationally recognized statistical-rating organizations (NRSRO) OR have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience (i) investing in the securities and obligations as authorized in G.C. 53601, or (ii) managing money market mutual funds; and have assets under management in excess of five hundred million dollars (\$500,000,000). All financial institutions and broker/dealers who desire to become qualified firms for County Treasury investment transactions must supply the audited financial statements, proof of National Association of Securities Dealers (NASD) certification, proof of State registration, completed broker/dealer questionnaire, and certification of having read the Kings County Investment Policy. An annual review of the financial condition of qualified firms will be conducted by the Treasury Manager.

The Treasury shall not do any investment business with any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution, in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to any member of the Board of Supervisors or any candidate for those offices. Firms must provide corporate policy statements regarding compliance with political contributions limitations of Rule G-37.

C. INTERNAL CONTROLS - The County Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the investment portfolio are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Daily, or when next available, the County Director of Finance or designee will

(1) Review and initial all Investment Purchase Orders to verify compliance with the overall Policy, Investment Parameters, and Authorized Institutions.

(2) Review and initial the "Daily Balance Sheet" to insure continuous compliance of portfolio investments (percentage distribution) to the Policy and Investment Parameters.

Weekly, the County Director of Finance or designee will verify that the Portfolio Percentage Report by investment type is balanced to the Daily Balance Sheet.

Monthly, all funds maintained by the County Director of Finance, including cash in treasury, deposits in transit, Kings County Department of Finance's checking account balance, and investment holdings will be audited by the County Department of Finance – Accounting Division.

Quarterly, the County Director of Finance or designee will report compliance of the investment portfolio to the Director of Finance's Statement of Investment Policy. (See Section IX. Reporting Methods on page 12)

Annually, the County Treasury Oversight Committee shall hire an external auditor to conduct an independent review to assure compliance of the Director of Finance's investment activities with the Statement of Investment Policy.

D. SAFEKEEPING - All securities purchased either outright or on repurchase agreements shall be held in safekeeping by a third party bank trust department acting as agent for the County under terms of a custody agreement executed by the bank and the Director of Finance. The only exceptions authorized are purchases from Local Agency Investment Fund (LAIF), collateralized time deposits, collateralized bank money market accounts, and investments in money market mutual funds.

E. VOLUNTARY DEPOSITORS - If a local agency determines the agency has excess funds which are not required for immediate use and with the consent of the County Director of Finance, the legislative or governing body may, by resolution or minute order, authorize the deposit of excess funds into the County Treasury for the purpose of investment pursuant to Government Code Section 53635. At no time will the County Treasury accept deposits of personal funds unless by Court order.

The County Director of Finance shall, on a case by case basis, determine the terms and conditions under which a city, public district, or any public or municipal corporations located within Kings County, and not required to deposit their funds in the County Treasury, may voluntarily deposit funds for investment purposes. The County Director of Finance shall evaluate each proposed deposit request prior to approving the deposit into the Treasury. The County Director of Finance must make a finding that the proposed deposit will not adversely affect the interests of the other depositors in the County Investment pool, prior to approving the deposit.

F. WITHDRAWAL OF FUNDS FOR EXTERNAL INVESTMENT -The County Treasury Oversight Committee's approved policy statement on "Treasury Restrictions on Withdrawal for External Investment" establishes the terms and conditions for Treasury depositors withdrawing funds for investment outside the County investment pool. (See Appendix A on page 17 and 18)

Any local agency, public entity, or public official that has funds on deposit in the County Treasury investment pool and that seeks to withdraw funds for the purpose of investing or depositing those funds outside the County Treasury pool, shall submit a resolution or minute order approved by the legislative or governing body requesting the withdrawal of the funds. Funds withdrawn shall become the responsibility of the requesting legislative body, and the Director of Finance will be held harmless from liability.

The County Director of Finance shall evaluate each proposed withdrawal for its consistency with the County Treasury Oversight Committee policy prior to approving the withdrawal. The County

Director of Finance must also make a finding that the proposed withdrawal will not adversely affect the interests of the other depositors in the County Treasury pool, prior to approving the withdrawal.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

A. INVESTMENT TYPES - The County treasury may invest money among the following authorized investments and within the limits imposed by Government Code 53601 et seq. or 53635 et seq., or as more further restricted in Schedule 2-Investment Parameters on page 16:

- 1. United States Treasury Bills, Notes, Bonds, and Certificates of Indebtedness**, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- 2. Registered state warrants or treasury notes or bonds of the State of California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of the State.
- 3. Registered treasury notes or bonds of any of the other 49 states** including bonds payable solely out of the revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- 4. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- 5. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 6. Banker's Acceptances (BA)** otherwise known as Bills of Exchange or Time Drafts, both domestic and foreign, drawn on and accepted by a commercial bank.
- 7. Commercial Paper (CP)** of "prime" quality issued by corporations that are organized and operating within the United States and having total assets in excess of five hundred million dollars (\$500,000,000).
- 8. Negotiable Certificates of Deposit** issued by a nationally or state chartered bank or a savings association or federal association, or by a federally- or state-licensed branch of a foreign bank.

9. Certificates of Deposit Account Registry Service (CDARS) placed with a local CDARS member. CDARS are fully insured as to principal and interest that may be accrued by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

10. Collateralized Time Deposits issued by a nationally or state-chartered bank or savings and loan association within the State of California with an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities pursuant to Section 2906 of Title 12 of the United States Code.

11. Repurchase Agreements or Reverse Repurchase Agreements, or Securites Lending Agreement purchased in compliance with the Government Code 53601(j). Repurchase agreements must be issued by nationally or state-chartered banks or primary security dealers with whom the County Director of Finance has entered into a Master Repurchase Agreement.

12. Medium Term Corporate Notes (MTN), defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

13. Shares of Beneficial Interest issued by diversified management companies (1) that invests in the securities and obligations as authorized by subdivision (a) to (k), inclusive, or subdivisions (m) to (o) inclusive of Government Code 53601, and that comply with the investment restrictions of Article 2 of the Government Code (commencing with Section 53630), or (2) that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. (15 U.S.C. Sec 80a-1, and following.)

14. Local Agency Investment Fund (LAIF) an investment pool created by Government Code 16429.1 in which the State Treasurer invests pooled political subdivision funds.

15. Notes, Bonds, or other obligations secured by a valid first priority security interest in eligible securities listed in Section 53651 having a market value at least equal to that required by Section 53652.

16. Shares of beneficial interest issued by joint powers authority organized pursuant to Government Code Section 6509.7 that invests as authorized in subdivision (1) (2) of Government Code Section 53601.

17. Supranational Debt Obligations United States dollar-denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB) only, eligible for purchase and sale within the United States. Authorized by CGC 53601 (q) and this policy.

B. RESTRICTIONS ON AUTHORIZED INVESTMENTS- In accordance with G.C. 53601.6, the County Treasury shall not invest any funds in inverse floaters, range notes, or mortgage derived interest-only strips. Additionally, no funds shall be invested in any security that could result in zero interest accrual if held to maturity. No funds shall be invested in Medium Term Corporate Notes with a make-whole call provision that, at time of purchase, are priced at *a* premium. No shares of beneficial interest will be purchased where the principal dollars invested are subject to daily net asset value (NAV) adjustments of the fund's portfolio except for the CalTrust Heritage Money Market Fund – Select, managed by Wells Fargo. The Treasury shall not invest in financial options and futures contracts directly, but may purchase authorized investments of callable securities with imbedded call provisions. The Treasury will not purchase an authorized investment below the credit quality restriction of Schedule 2 - Investment Parameters, but may elect to hold an instrument to maturity that has been later downgraded by the nationally recognized statistical-rating organization i.e. Moody's, Standard and Poors, or Fitch.

C. COMPETITIVE BIDDING - Bids for investment products shall be taken from a minimum of three authorized institutions. Awards will be made giving consideration to safety, liquidity, a balanced portfolio, and diversification. Exceptions to the above would involve repurchase agreements, securities possessing unique characteristics which would make competitive bidding impractical, or market circumstances in which competitive bidding could be adverse to the best interest of the Director of Finance's investment program.

D. COLLATERALIZATION - In accordance with California Government Code 53652, 53601 (j) full collateralization of public deposits is required for collateralized time deposits, collateralized bank money market accounts, and repurchase agreements. The Director of Finance may waive collateralization for that portion of any deposit that is fully insured by the FDIC per Government Code 53653.

VIII. INVESTMENT PARAMETERS

A. DIVERSIFICATION - The investments will be diversified by security type and institution within the percent restrictions of Government Code 53601, 53601.8, 53635, 53635.2, and 53635.8 or as further defined in Schedule 2, Investment Parameters. Percent restrictions shall be applicable only for the date of purchase. Any future percent deviations due to cash flow demands reducing the total investment portfolio shall not be considered out of compliance. Maximum investment amounts in any issuer name shall be limited as provided in the Investment Parameters on page 16.

B. MAXIMUM MATURITIES - Maturity limitations for each instrument type shall be restricted as provided in Government Code 53601, 53601.8, 53635, and 53635.8 or as further defined in Schedule 2 - Investment Parameters on page 16. No investment shall be made in any security, other than a security underlying a repurchase agreement authorized in this policy, which at the time of investment has a term remaining to maturity in excess of five years, unless a legislative body has granted express authority to make that investment either specifically or as part of an investment program approved by that legislative body no less than three months prior to the investment.

IX. REPORTING

A. METHODS - The County Director of Finance or designee shall prepare an investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the investment portfolio. This summary will be prepared in a manner, which will allow the reader to ascertain whether investment activities have conformed to the investment policy.

The report will be provided within 30 days following the end of the quarter covered by the report and submitted to the County Board of Supervisors, County Administrative Officer, Finance Director, other members of the County Treasury Oversight Committee, and pool participants.

The report will include the following:

1. A Statement of Compliance with the Investment Policy.
2. A listing of individual securities and moneys held at the end of the reporting period to include:
 - (a) The type of instrument.
 - (b) The name of the issuer.
 - (c) Purchase date, maturity date, and days to maturity.
 - (d) Issuers rating.(Long term or short term, as appropriate)
 - (e) Par and dollar amount invested in each security.
 - (f) The current market value of securities as of the date of the report and the source of the valuation.
3. A statement estimating the ability of the County Treasury to meet its pool's expenditure requirement for the next six months.
4. A statement of the method of interest accounting used.
5. Portfolio Sector Allocation and Quality Allocation graphs.
6. A Statement of Interest Earnings Report for the Quarter.
7. If applicable, a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, but excluding funds deposited into the Local Agency Investment Fund administered by the State Treasurer.

B. QUARTERLY INTEREST CALCULATION AND APPORTIONMENT - Gross interest for the quarter is the total interest earned on an accrual basis on the Treasury portfolio investments for that quarter. Administrative expenses pursuant to G.C. 27013 are deducted to arrive at net interest to be apportioned. Administrative expenses consist of audit expenses, direct banking expenses, not otherwise recovered directly from Treasury depositors, safekeeping fees, plus actual quarterly Treasury operational expenses. The net earnings for the quarter are divided

by the Treasury's total average daily balance creating an "interest allocation factor" or "daily interest factor" for each average dollar invested. Multiply the "interest allocation factor" by the quarterly average daily balance of each fund to determine the interest earnings for each fund. Interest is apportioned quarterly to all depositors in the Treasury pool. The "interest allocation factor" can be converted into the annualized quarterly interest rate; multiply the factor by the number of days in the year, and divide that answer by the number of days in the quarter.

X. POLICY EXCEPTIONS & REVISIONS

A. EXEMPTION - Any previously legal investments, that settled prior to the effective date and that no longer meet the current guidelines of this Policy, shall be exempted from the new requirements. At maturity or liquidation, such moneys shall be reinvested only as provided by this Policy.

Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance thereof. The proceeds of sales, or funds set aside for the repayment, of any notes or other indebtedness issued shall not be invested for a term that exceeds the term of the notes.

B. AMENDMENTS - This policy shall be reviewed at least on an annual basis. Any changes shall be submitted by the Director of Finance to the County Treasury Oversight Committee for consideration and comments, and the Board of Supervisors for review and approval.

**KINGS COUNTY DIRECTOR OF FINANCE'S
SCHEDULE 1 - STATEMENT OF AUTHORIZED FIRMS**

The Treasury is authorized to conduct investment security transactions with the following investment firms and broker/dealers, many of which are designated by the Federal Reserve Bank as primary government dealers. Security transactions with firms, other than those appearing on this list, are prohibited.

- A. Firms designated by the Federal Reserve Bank as Primary Government Dealers or a division of a Primary Dealer:
- UBS Financial Services Inc., an affiliate of UBS Securities LLC
RBC Capital Markets, LLC
Jefferies LLC
- B. 1. Banks identified as one of the top 100 banks in the world, or
2. Banks, brokers or dealers whose transactions are guaranteed by one of the top 100 banks in the world, or
3. Banks, brokers or dealers whose parent company is one of the top 100 banks in the world.
- C. Firms designated for the purchase of money market mutual funds pursuant to G.C. 53601 (l) and (p):
- BlackRock
Bank of America Corporation
CalTrust Heritage Money Market Fund – Select, managed by Wells Fargo
- D. Firms designated for repurchase agreements with Master Repurchase Agreements on file:
- UBS Financial Services Inc., an affiliate of UBS Securities LLC
- E. State of California, Local Agency Investment Fund
- F. Purchases directly from major issuers of commercial paper, bankers acceptances, negotiable certificates of deposit, or collateralized time deposits, meeting the requirements set forth in section 53635, 53601(g), 53601(i), 53601(n), respectively, and 53635.2 of the California Government Code.

To ensure compliance with the County Director of Finance's Investment Policy, firms designated in A and C above are supplied a complete copy of the policy and must certify having read it.

Rebecca Valenzuela, CPA, CGMA, Director of Finance

Dated: January 1, 2017

SCHEDULE 2 – INVESTMENT PARAMETERS (Revised 11/18/15)

AUTHORIZED INVESTMENTS	DIVERSIFICATION	PURCHASE RESTRICTIONS	MATURITY	CREDIT QUALITY (NRSRO)
U.S. Treasury notes, bills, bonds or other certificates of indebtedness	95% Max.	None	Max. 5 years	N/A
Notes, participations, or obligations issued by Federal agencies or United States government-sponsored enterprises (GSE)	85% Max.	None	Max. 5 years	N/A
Bonds, notes, warrants or certificates of indebtedness issued by the State of California or local agencies or County of Kings or any other State	20% or \$20mm Max.	None	Max. 5 years unless prior BOS approval	L/T rating A or A2 or better
Bankers Acceptances	40% Max.	Max. \$5mm any one name	Max. 180 days	S/T rating A-1 or P-1 L/T rating (if Out-standing) AA- or Aa3 or better
Commercial paper of corporations organized and operating within the U.S. with total assets exceeding \$500 mm	40% Max.	Max. 10% in any one name, No Extendable CP	Max. 270 days.	S/T rating A-1 or P-1 L/T rating (if Out-standing) AA- or Aa3 or better
State of California Local Agency Investment Fund	Max. Dollars allowed by State Treasurer	Max. Transactions allowed by State Treasurer	Overnight liquidity	N/A
Negotiable CD's issued by National or State chartered banks or a federally- or <i>state</i> - licensed branch of a foreign bank	25% Max. (CDs + CDARS)	G.C. 53638 policy restrictions	Max. 3 years	L/T rating AA- or Aa3 or better
Certificates of Deposit Account Registry Service (CDARS)	25% Max (CDs + CDARS)	G.C. 53601.8 & 53635.8 conditions apply	Max. 3 years	100% FDIC/NCUA insured as to Principal and Interest
Collateralized Time Deposits.	10% Max.	Collateral policy restrictions G.C. 53601(n)	Max. 24 months	
Repurchase Agreements with collateral restricted to U. S. Treasury, Federal Agencies, or United States government-sponsored enterprises (GSE)	10% Max.	Master Repurchase and Tri-Party Custodial Agreements to be on file. 102% haircut	Max. 1 year	
Reverse Repurchase Agreements or Securities Lending on U.S. Treasury & Federal Agency Securities in portfolio	10% Max with approval of the Director of Finance	G.C. 53601(j) Reverse Repurchase and Securities Lending restrictions	Max. 92 days unless guaranteed spread	
Corporate Notes on U.S. Corp or U.S. Subsidiary of a foreign corp.	30% Max.	Max. \$15mm any one name Make - Whole Call Restrictions	Max. 5 years	L/T rating AA- or Aa3 or better
Asset Backed Securities on U.S. Corp.	0% Max.	Not authorized	Not authorized	Not Authorized
Money Market mutual funds that invest in eligible securities meeting Government Code requirements.	20% Max. 10% per fund	Fund 5 years or more old NAV pricing restriction No front or back loads	Overnight liquidity	L/T rating: Highest rating from two NRSRO, i.e. AAA, Aaa, etc. Retain Investment Advisor per G.C. 53601(l) & (p)
Supranationals – Washington dollar denominated IBRD, IFC or IADB	20% Max. 10% per Name	Max. 10% in any one name	Max. 5 years	L/T rating: Highest rating from two NRSRO, i.e. AAA, Aaa, etc.

APPENDIX A

COUNTY TREASURY OVERSIGHT COMMITTEE

Policy Statement and Authorized Practice Approved March 4, 1996

Treasury Restrictions on Withdrawal for External Investment

Authorization: Pursuant to Government Code Section 27130 and Kings County Board of Supervisor's Resolution No. 95-081, dated December 5, 1995, the Kings County Treasury Oversight Committee is authorized to establish criteria on the withdrawal of funds on deposit in the County Treasury investment pool for the purpose of investing or depositing those funds outside the County Treasury pool.

Request for Withdrawal: Any local agency, public entity, or public official that has funds on deposit in the County Treasury investment pool and that seeks to withdraw funds for external deposit or investment, shall first submit a request by resolution or minute order approved by the legislative or governing body for withdrawal of the funds.

Assessment of Withdrawal Impact: The County Director of Finance shall evaluate all requests for withdrawal to determine if the interests of the other Treasury depositors in the County Treasury pool will be adversely affected. If the County Director of Finance determines that the combined number of requests or total dollar amount requested is sufficient to constitute a "run on the treasury", no withdrawal requests shall be processed until the County Treasury Oversight Committee has reviewed the treasury financial position and assists the Director of Finance in establishing an action plan.

Approval or Disapproval: The County Director of Finance shall approve all requests upon the finding that other Treasury depositors will not be adversely affected. If other Treasury depositors are perceived to be adversely impacted, the County Director of Finance may postpone action on any withdrawal request until the County Treasury Oversight Committee has reviewed the situation.

Approved Withdrawal Criteria: Approved withdrawals will be processed dependent on availability of funds, the type of investments required to be liquidated, market conditions, settlement periods, and dollar amounts to be withdrawn. The following are target goals for withdrawals:

- a. If adequate liquidity exists in short term investments and requires minimal liquidation and settlement, withdrawals of amounts up to \$1,000,000.00 shall be processed immediately upon the County Director of Finance's approval.
- b. If the County Treasury liquidity position is such as to require liquidation of more difficult investment(s), the below processing times shall apply based on the withdrawal dollar amounts and market factors.
 - (1). If the withdrawal amount is less than \$1,000,000.00, and favorable market conditions exist, requests shall be processed within three workdays.

- (2). If the withdrawal amount is greater than \$1,000,000.00, or unfavorable market conditions exist, requests shall be processed within five workdays.

Disclaimer of Liability: Any and all funds withdrawn from the County Treasury investment pool for the purpose of investing or depositing such funds outside the pool shall become the responsibility of the legislative body requesting the action. The County Director of Finance or County of Kings shall in no manner be held responsible or liable for withdrawn funds or investments purchased with said funds. The request of any legislative body, by resolution or minute order, authorizing the withdrawal of funds for deposit or investment outside the County Treasury investment pool must provide a disclaimer of liability. The Director of Finance shall not honor any such withdrawal request if a disclaimer clause is not provided.

GLOSSARY OF TERMS

AGENCIES OR FEDERAL AGENCIES: Federal sponsored agency securities including discount notes, or interest bearing notes, and bonds. The agencies were created by Congress to reduce the cost of capital for certain borrowing sectors of the economy deemed to be important enough to warrant assistance, such as farmers, homeowners, and students.

ASKED PRICE: The lowest price at which a dealer is willing to sell a security.

BANKERS ACCEPTANCES (BA'S): A time draft or bill of exchange that is accepted payment by banks engaged in financing of international trade. The accepting institution guarantees payment of the bill as well as the issuer.

BID: Price at which someone is willing here and now to purchase a security.

BOOK VALUE: The value at which a security is carried on the inventory list or other financial records of an investor. The Book Value may differ significantly from the security's current value in the market.

BROKER: Person or firm acting as intermediary between buyer and seller.

CALLABLE BOND: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

CERTIFICATES OF DEPOSIT (CD'S): A time deposit with a specific maturity evidenced by a certificate. They are issued in two forms negotiable and collateralized.

Negotiable Certificates of Deposit: May be sold by one holder to another prior to maturity. The issuing bank agrees to pay the amount of the deposit plus interest earned to the BEARER of the certificate at maturity.

Collateralized Time Deposits: These certificates are collateralized and are not money market instruments since they cannot be traded in the secondary market. They are issued on a fixed maturity basis and fixed payee.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICES (CDARS): Certificates of Deposit that are placed by a member bank with commercial banks, savings banks, savings and loan associations, or credit unions, such that the principal and all accrued interest during the term of the certificate are fully insured by either the FDIC OR NCUA.

COLLATERAL: Securities pledged by a bank to secure deposits of public funds, or an asset pledged by a borrower to a lender.

COMMERCIAL PAPER: An unsecured short-term promissory note issued by corporations with maturities ranging from 2 to 270 days.

COUNTY TREASURY OVERSIGHT COMMITTEE: A committee established by Board of Supervisors Resolution No. 95-081, dated December 5, 1995 to allow local agency representatives participation in the policies that guide the investment of depositor funds. The primary responsibilities include: (1) review and monitor the County Director of Finance's investment policy, (2) cause an annual audit to be conducted to determine the county treasury's compliance, and (3) establish criteria for depositor withdrawal of funds for the purpose of investing or depositing outside the county treasury pool.

COUPON RATE: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transaction, buying and selling for his own account.

DEBENTURE: A longer-term debt instrument issued by a corporation that is unsecured by other collateral. Hence, only the good faith and credit standing of the issuer backs the security.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery vs. payment and delivery vs. receipt. Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills

DIVERSIFICATION: A process of investing assets among a range of security types by sector, maturity, and quality rating.

DOLLAR WEIGHTED AVERAGE MATURITY: The sum of the amount of each outstanding investment multiplied by the number of days to maturity, divided by the total amount of outstanding investments.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FARM CREDIT BANKS (FFCB): is a nationwide system of lending institutions that provide credit and related services to farmers, ranchers, producers and harvesters of agricultural products, and other farm related businesses.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan association. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC) : is a federally chartered and stockholder-owned corporation. Freddie Mac purchases mortgage loans from qualified financial institutions and resales these loans in the form of guaranteed mortgage securities.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional Federal Reserve Banks, their 24 branches, and all national and state banks that are members of the system.

FLOATER: A derivative that has its coupon determined by using the yield of other securities.

FUTURES: Futures contracts are the units of trading at a commodity exchange. They are legally binding agreements made within the confines of an exchange trading area. All futures contracts call for the purchase or sale of a physical commodity of financial instrument on dates from one month to more than two years in the future.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae) Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institution. Security holder is protected by full faith and credit of the U.S. Government. Ginnie MAE securities are backed by the FHA, VA, or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

GOVERNMENT-SPONSORED ENTERPRISES (GSE): General term for several privately owned, publicly chartered agencies created to reduce borrowing costs for certain sectors of the economy such as farmers, homeowners and students. The GSEs that issue debt instruments include: Federal Home Loan Banks, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Farm Credit System, Federal Agricultural Mortgage Corporation, and the Student Loan Marketing Association.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable sales can be done at those quotes.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the California State Treasurer for investment and reinvestment.

MARKET RISK: The risk that the value of a security will rise or decline as a result of changes in market conditions.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

MONEY MARKET MUTUAL FUND: Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, etc.).

NATIONALLY RECOGNIZED STATISTICAL-RATING ORGANIZATION (NRSRO) Independent credit rating agencies which are utilized to analyze and rate the quality of the issuers underlying debt.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.)

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

OPTIONS: The buyer of a call option has the right to buy the underlying security at fixed price. The option seller is obligated to sell the security if the buyer chooses to exercise the option.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealer, banks and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In California the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities approved by the State, the authorized investments. The trustee may invest in a security if it is one, which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REINVESTMENT RISK: The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

REPURCHASE AGREEMENT (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, this is increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: A dealer of securities buys securities from an investor with an agreement to sell them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" or "investor" money for the period of the agreement, and the terms of the agreement are structured to compensate the dealer for this. Investors use reverse-repos to meet temporary cash shortages without liquidating the investments.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITY: Any investment instrument authorized for purchase under Government Code 53601 or 53635.

SECURITIES AND EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investor in securities transactions by administering securities legislation.

SECURITIES LENDING AGREEMENT: An agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

SUPRANATIONALS: An international organization, or union, whereby member states transcend national boundaries or interests to share in the decision-making and vote on issues pertaining to the wider grouping.

SURPLUS FUNDS: All moneys are not required to meet the banks demands on the treasury to redeem check warrants on any given day are considered "surplus funds" for investments.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY NOTES: A interest bearing security issued by the U.S. Treasury to finance the Federal debt with a maturity range of from zero to ten years.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities between ten to thirty years.

TRI-PARTY CUSTODIAL AGREEMENT: A third party custodian bank agrees to safekeep the repo collateral in a segregated custody account for the client. The custodian bank independently prices the collateral and ensures that the collateral is properly securitized.

UNIFORM NET CAPITAL RULE (SEC RULE 15C3-1): Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one-reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period of the date of purchase to the date of maturity of the bond.

YIELD-TO-CALL (YTC): The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

YIELD CURVE: A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

YIELD-TO-MATURITY: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/03/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/11/2017

ITEM:

Consider acceptance of donation from the HESD Educational Foundation not to exceed \$5505.14.

PURPOSE:

The HESD Educational Foundation has awarded 6 mini grants to applicant teachers with the goal of enhancing educational opportunities and activities for students. The names of the teachers and the a brief summary of the proposed activities has been provided for review.

FISCAL IMPACT:

None, all proceeds will be spent.

RECOMMENDATIONS:

Accept the donation.

2016 – 2017 TEACHER MINI-GRANT Submissions 2016-2017

Site	Grade(s)	Faculty	Curriculum or Thematic Areas	Amount Requested
Monroe Submitted 11.2.16 May 10, 2017	Grade 2	Gracie Pittman Christina Gonzales Julie O'Daniel Michael Rogers	<ul style="list-style-type: none"> Literacy Across the Curriculum Local Citizenship Attending the theatrical performance of <u>The Princess and the Pea</u> 	\$1,000 Requested: \$1097.25
Richmond Submitted 11.7.16 April 26, 2017	Grade 4	Jessica Knodel Tamara Garcia	<ul style="list-style-type: none"> Literacy Across the Curriculum Art, Music and Culture History-Gold Rush Mr. Gold Rush 	\$1,000 Requested \$998.32 + tax
Jefferson Charter Academy Submitted 11.9.16 April 26, 2017	Grades 6 – 8	Stacie Johnson	<ul style="list-style-type: none"> Science, Technology, Engineering and Math Science Olympiad resources 	\$1,000 (\$730.28 + miscellaneous)
Hamilton Submitted 11.10.16 May 24, 2017	Grade 6	Henry Allen Ralston	<ul style="list-style-type: none"> Technology, Engineering and Math Engineering Design 3D Printer 	\$942.14
Washington Submitted 11.10.16 March 22, 2017	Grade 2	Daryl Johnston Judy Noji Eleanor Guerrero	<ul style="list-style-type: none"> Literacy Across the Curriculum Local Citizenship Amazing Patriot Americans – Student Books 	\$500.00 – \$700.00
Jefferson Charter Academy Submitted 11.10.16 May 24, 2017	Grades 6 – 8	Josie Bustos-Pelayo	<ul style="list-style-type: none"> Art, Music and Culture Arte Americana & Fresno Art Museum visit 	\$863.00
Board Presentation Date			Total	\$5,505.14

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/03/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/11/2017

ITEM:

Consider acceptance of donation from the Committee to Support Measure U in the amount of \$715.20.

PURPOSE:

The Committee to Support Measure U had \$715.20 remaining after all expenses related to the bond campaign were paid. The Committee would like to continue its support of the District and donate the remainder of the funds to the District.

FISCAL IMPACT:

An increase to the ending General Fund balance of \$715.20.

RECOMMENDATIONS:

Accept the donation.



90-8086
3211

186490

123/123

DATE
12/12/16
AMOUNT
*****715.20

PAY SEVEN HUNDRED FIFTEEN AND 20/100 DOLLARS

TO
THE
ORDER
OF

HANFORD ELEMENTARY SCHOOL
DISTRICT

AUTHORIZED SIGNATURE - VOID AFTER 90 DAYS

⑈186490⑈ ⑆321173001⑆ 0000327739⑈

TELLER CHECK WRITER

Mbr Number: 561952 Teller: AC BR: 000 Date: 12/12/16
Mbr Name: COMMITTEE FOR MEASURE U Txn: 878 Time: 10:50:04 CAN: 1384
Pay to: HANFORD ELEMENTARY SCHOOL
Check Number: 186490

Checks Disbursed: \$715.20

Transactions Posted	Account	Txn Amount	Ending Balance
FROM ACCT TYPE - MULT CHECKS		\$715.20-	

5.99% APR ON ALL FAST VISA PURCHASES! ASK FOR DETAILS