

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 13, 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

- **Personnel** *(Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.)*

Conference with Labor Negotiators – (GC 54957.6)

Agency Representatives: J. Gabler & J. Martinez, Employee Organization: CSEA

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

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 August 18, 2017; August 25, 2017 and September 1, 2017.
- b) Approve minutes of Regular Board Meeting held on August 23, 2017.
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$2.83 from The Kula Foundation.
- e) Approve donation of school supplies from Koinonia Church.

6:00 p.m. **PUBLIC HEARING: Instructional Materials Funding Realignment Program**
(Rubalcava)

3. INFORMATION ITEMS

- a) Receive for information an update on Measure U Bond Projects (Endo)

- *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.*

- b) Receive for information the monthly financial reports for the period of 8/1/17-8/31/17 (Endo)
- c) Receive for information the following new Board Policy: (Rubalcava)
 - BP 6142.94 – History-Social Science Instruction
- d) Receive for information the following revised Administrative Regulation: (Rubalcava)
 - AR 6143 – Courses of Study
- e) Receive for information the following revised Exhibit: (Rubalcava)
 - E 5145.6 – Parent Notifications
- f) Receive for information the following revised Administrative Regulation: (Rubalcava)
 - AR 6158 – Independent Study
- g) Receive for information the following revised Administrative Regulation: (Rubalcava)
 - AR 6163.2 – Animals at School
- h) Receive for information the following revised Board Policy, deleted Administrative Regulation and new Exhibit: (Rubalcava)
 - BP/AR/E 6163.4 – Student Use of Technology
- i) Receive for information the following deleted Board Policy and Administrative Regulation: (Rubalcava)
 - BP/AR 6182 – Opportunity School Class Program
- j) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3270 – Sale and Disposal of Books, Equipment and Supplies
- k) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3440 – Inventories
- l) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3460 – Financial Reports and Accountability
- m) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3512 – Equipment
- n) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5141 – Health Care and Emergencies
- o) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 6159.1 – Procedural Safeguards and Complaints for Special Education
- p) Receive for information the following new Administrative Regulation: (McConnell)
 - AR 6164.41 – Children with Disabilities Enrolled by their Parents in Private School

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #6-18: Absent Board Member Compensation (Gabler)
- b) Consider adoption of Resolution #1-18: Pertaining to the Sufficiency of Instructional Materials (Rubalcava)
- c) Consider approval of a Memorandum of Understanding (MOU) with Sinclair Research Group (Rubalcava)
- d) Consider approval of consultant contract with CPM Educational Program (Rubalcava)
- e) Consider approval of consultant contract with Tulare County Office of Education (Sanchez-Leal)
- f) Consider approval of consultant contract with Kings County Sport Officials (Grades 4-6) (Arakelian)
- g) Consider approval of consultant contract with Sports Officiating Services (Junior High Sports) (Arakelian)

- h) Consider approval of consultant contract with Phyllis Hostmeyer (Gomez)
- i) Consider approval of the following revised Board Bylaw and new Exhibit: (Gabler)
 - BB/E 9270 – Conflict of Interest

5. PERSONNEL (Martinez)

a) Employment

Certificated, effective 9/11/17

- Carla Bode, Art Teacher, Probationary

Classified

- Diana Lugo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/28/17
- Norma Zuniga, Bilingual Health Care Assistant – 6.0 hrs., Roosevelt, effective 9/5/17

Temporary Employees/Substitutes/Yard Supervisors

- Brianna Alvarado, Substitute Yard Supervisor, effective 8/24/17
- Linda Cruz, 4-6 Girls Softball Coach, Monroe, effective 8/29/17 to 10/19/17
- Miguel De Lima Ormonde, Substitute Custodian II, effective 8/23/17
- Larry Faucett, Short-term Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 7/27/17 to 10/13/17
- Linda Garcia, Substitute Yard Supervisor, effective 8/23/17
- Mary Grubb, Substitute Clerk Typist II, Special Education Aide and Yard Supervisor, effective 8/15/17
- Joseph Hernandez, Jr. High Drum Coach – Kennedy/Wilson, effective 8/14/17 to 6/6/18
- Mitchell Hunt, Substitute Custodian I and Groundskeeper I, effective 8/11/17
- Julie Kos, Sign Language Coach, Jefferson, effective 9/11/17 to 11/3/17
- Jeanette Lewis, Substitute Yard Supervisor, effective 8/31/17
- Rebecca Long, Short-term READY Program Tutor – 1.0 hr. (T, Th), Simas, effective 8/17/17 to 12/14/17
- Betty Palmer, Substitute Yard Supervisor, effective 8/14/17; Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 8/14/17 to 10/31/17
- Christine Payne, Short-term Yard Supervisor – 2.0 hrs. (T), Hamilton, effective 8/22/17 to 12/12/17
- Michael Quiñones, 4-6 Boys Flag Football Coach – Washington, effective 8/29/17 to 10/19/17
- Augustina Ramos, Substitute Yard Supervisor, effective 8/21/17; Short-term Yard Supervisor – 1.0 hr., Kennedy, effective 8/21/17 to 10/31/17
- Miguel Rodriguez, Short-term Custodian II – 8.0 hrs., Richmond, effective 8/14/17 to 9/15/17
- Jose Rojas II, 4-6 Boys Flag Football Coach, Monroe, effective 8/29/17 to 10/19/17
- Megan Schaub, Substitute READY Program Tutor, effective 8/22/17; Short-term READY Program Tutor – 3.0 hrs. (M,T,Th,F) and 4.75 (W) and Yard Supervisor – 1.25 hrs., (W), effective 9/5/17 to 12/15/17
- Nelson Simon, Percussion Coach, Jefferson, effective 8/14/17 to 6/6/18
- Kyle Smith, Substitute READY Program Tutor and Special Education Aide, effective 8/30/17
- Brianna Stokes, Girls Volleyball Coach, Jefferson, effective 8/21/17 to 10/21/17
- Kylie Strickland, Substitute READY Program Tutor, effective 8/25/17
- Rayshawna Tapia, Substitute Yard, effective 8/14/17; Short-term Yard Supervisor – 1.0 hr., Simas, effective 8/14/17 to 10/31/17
- Liliana Urbina, Substitute Yard Supervisor, effective 8/25/17

b) Resignations

- Jose Avina, Substitute Custodian I, effective 8/11/17

- Erica Caton, Substitute Yard Supervisor, effective 6/6/17
 - Georgia Freeman, Yard Supervisor – 3.0 hrs., Monroe, effective 8/25/17
 - Melissa Martinez, Substitute READY program Tutor, effective 12/13/16
 - Kiefer Rose, Yard Supervisor – 3.25 hrs., Kennedy, effective 8/14/17
 - Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Yard Supervisor and Translator: Oral Interpreter and Written Translation, effective 6/1/16
 - Jasmin Williams, Substitute Alternative Education Program Aide and Special Education Aide, effective 4/26/17
 - Mariah Young, READY Program Tutor – 4.5 hrs., Richmond, effective 8/22/17
- c) Request to be Removed from Classified Substitute List/Failure to Respond
- Tenika Avila, Substitute Clerk Typist II, effective 10/21/16
 - Bruce Bowen, Substitute Custodian II, Warehouse, Reprographic and Mail Technician, effective 2/17/17
 - Jacob Davis, Substitute Custodian II and Groundskeeper II, effective 3/10/17
 - Portia Harley, Substitute Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 9/8/16
 - Soo Lee, Substitute Health Care Assistant, effective 8/10/16
 - Thomas Null, Substitute Custodian II, effective 3/9/17
 - Fatima Calvario Perez, Substitute Yard Supervisor, effective 2/6/17
 - Melanie Pimentel, Substitute Yard Supervisor, effective 8/16/16
 - Baleria Plancarte, Substitute Babysitter, Food Service Worker I/II, Yard Supervisor and Translator: Oral Interpreter, effective 12/16/16
 - America Rodriguez Sanchez, Substitute READY Program Tutor, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter, effective 12/13/16
 - Joseph Vidal, Substitute Custodian I, effective 11/30/16
 - Debra Washington, Substitute Clerk Typist I, effective 4/15/16
 - Teberh Zewoldemariam, Substitute Clerk Trainee and Yard Supervisor, effective 9/9/16
- d) Retirement
- Shirley Diehl Speegle, Food Service Worker I – 3.25 hrs., Lincoln, effective 12/15/17
- e) More Hours
- Estevan Alcala, Short-term Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 8/16/17 to 10/13/17
 - Cristina Solorio, Short-term Yard Supervisor, from 1.0 hr. to 3.25 hrs. Kennedy, effective 8/15/17 to 10/31/17
- f) Voluntary Transfer
- Kimberly Carrera, READY Program Tutor – 4.5 hrs., from Jefferson to Richmond, effective 8/28/17
- g) Reinstatement to Full-Time Status/Transfer
- Christina Gonzales, from 2nd Grade, shared, Monroe to 4th Grade full-time, Roosevelt, effective 8/21/17
 - Kellie Noji, from 2nd Grade, shared to 2nd Grade full-time, Monroe, effective 8/21/17
- h) Certificated Transfers/Reassignments, effective 8/8/17
- Involuntary Transfers
- Gabriel deLeon, from Hamilton 2nd Grade to Hamilton 1st Grade
 - Erica D'Souza, from King Kindergarten to King 3rd Grade, effective 8/28/17
 - Darryn Elliott, from Washington 3rd Grade to Washington 2nd Grade
 - Maria Porras, from Monroe 3rd Grade to Monroe Kindergarten
 - Arianne Rogado, from Washington 6th Grade to Simas 6th Grade, effective 8/28/17

- Shannon Shuklian, from Richmond 6th Grade to Richmond 2nd Grade

Combination Class Assignments

- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class, effective 8/28/17
- Anastasia Prisaznik, from Richmond Transitional Kindergarten to Richmond Transitional Kindergarten/Kindergarten Combination Class

Voluntary Transfers

- Raquel Alvarez, from Lincoln 5th Grade to Lincoln 4th Grade
- Angel Bravo, from Jefferson 5th Grade to Jefferson 7th Grade
- Blanca Buller, from Jefferson 5th Grade to Jefferson 7th Grade
- Rick Calvillo, from Lincoln 2nd Grade to Jefferson 4th Grade
- Nadia D'Agostino, from Lincoln 2nd Grade to Lincoln 3rd Grade
- Cristal Flores, from Richmond 1st Grade to Richmond Kindergarten
- Lupe Hernandez, from Roosevelt Kindergarten to Washington 1st Grade
- Jaqueline Huerta, from Lincoln 2nd grade to Hamilton Kindergarten
- Jana Jasso, from King Kindergarten to Monroe 1st Grade
- Jessica Knodel, from Richmond 4th Grade to Richmond 2nd Grade
- Aimee Ladd from Kennedy 8th ELA/Social Studies to Kennedy 8th Math/Science
- Alexandria Lemos, from King 5th Grade to King 2nd Grade
- Annise Magpayo, from Roosevelt 6th Grade to Roosevelt 3rd Grade
- Jan Mazza, from Richmond 2nd Grade to Simas 1st Grade
- Allison Minick, from Simas Kindergarten to Simas 2nd Grade
- Cynthia Miranda, from King Transitional Kindergarten to King Kindergarten
- Christine Mizer, from Roosevelt 4th Grade to Roosevelt 2nd Grade
- Peggy Noble, from King 4th Grade to King 5th Grade
- Jamie Oliveira, from Monroe 3rd Grade to Monroe 1st Grade
- Patricia Rodriguez, from Simas 2nd Grade to Simas Kindergarten
- Isaias Serrato, from Richmond 5th Grade to Monroe 3rd Grade
- Oscar Tafolla, from Jefferson 4th Grade to Jefferson 5th Grade
- Stephanie Tatro-Parks, from Lincoln 3rd Grade to Kennedy 7th ELA/Social Studies
- Jennifer Taylor, from Kennedy 8th Math/Science to Lincoln 2nd Grade
- Isabel Vega, from King 6th Grade to Jefferson 4th Grade
- Gaosang Xiong, from Monroe 5th Grade to Kennedy 8th Math/Science

Reinstatement

- Maureen Kuiper, from Monroe 6th Grade to Lincoln 5th Grade

i) Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographics and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 8/21/17 to 10/19/17
- Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 8/21/17 to 10/19/17

j) Certify Employment Status of Non-Permanent Certificated Staff for 2017-18 School Year (EC 44916)

- See attached listing

k) Job Description

- Mental Health/Behavior Services Specialist (New)

l) Salary/Wage Schedules for 2017-2018

- Management/Professional Specialist/Confidential Salary Schedule (Interim) - Revised

m) Leave of Absence

- Grace Perez, Yard Supervisor – 2.75 hrs., Hamilton, effective 9/5/17 to 10/12/17

n) Volunteers

<u>Name</u>	<u>School</u>
Sophia Medina	Jefferson
Taylor Furtado	Monroe
Graciela Medina Cerrillos	Monroe
Christina Ramirez	Monroe
James Dessel	Richmond
Mayumi Sercado	Richmond

6. FINANCIAL (Endo)

None

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 08/18/17, 08/25/17 and 09/01/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 08/18/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12555987	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$156.46
12555988	1879	DON ARAKELIAN Athletic Supplies	\$298.00
12555989	3258	BANK OF AMERICA Travel & Conf	\$181.42
12555990	1690	BATTERY SYSTEMS Maintenance Supplies	\$96.02
12555991	839	SUSAN BETTENCOURT Mileage	\$43.23
12555992	7004	BL QUALITY MEATS Food	\$3,379.56
12555993	7008	JENNIFER BUTTS Other Services	\$20.00
12555994	4918	CALIFORNIA COMMISSION ON TEACH Other Services	\$100.00
12555995	344	CMEA TREASURER CENTRAL SECTION Band Registration	\$175.00
12555996	3068	DEBRA COLVARD Supplies	\$43.75
12555997	4178	COOK'S COMMUNICATION Warehouse	\$3,137.06
12555998	387	CSBA Travel & Conf	\$299.00
12555999	4815	DIGITECH INTEGRATIONS INC Other Services	\$144.00
12556000	2155	JAVIER ESPINDOLA Luncheon	\$244.41
12556001	3127	RAMIRO FLORES Luncheon	\$259.81
12556002	6453	FLOWERS BAKING COMPANY Food	\$711.00
12556003	1177	FRED PRYOR SEMINARS Travel & Conf	\$79.00
12556004	1769	FRESNO PRODUCE Food	\$4,650.99
12556005	558	CAROL GALLEGOS Mileage	\$40.23
12556006	2687	JONI R. GARNER Allowance	\$100.00
12556007	1393	GAS COMPANY Gas	\$45.10
12556008	591	GOLD STAR FOODS Food	\$9,297.59
12556009	1902	HANDWRITING WITHOUT TEARS Special Ed Matl's	\$1,529.84
12556010	3367	HEINEMANN PUBLISHING Inst'l Consultant	\$9,120.00
12556011	7013	MITCHELL HUNT Other Services	\$21.00
12556012	5342	INNOVATION COMMERCIAL FLOORING Repairs	\$48,911.44
12556013	5290	KEENAN & ASSOCIATES Insurance	\$1,008.92
12556014	3760	KINGS COUNTY AIR Repairs	\$8,198.00
12556015	5828	KINGS COUNTY DEPT OF PUBLIC WO Fuel	\$6.49
12556016	3962	KINGS COUNTY GLASS Repairs	\$688.70
12556017	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$410.63
12556018	796	KINGS COUNTY OFFICE OF ED Travel & Conf/Other Services	\$1,074.85
12556019	6997	KIT CARSON UNION ELEMENTARY Registration	\$1,650.00
12556020	6962	KRAZAN AND ASSOCIATES INC. Buildings & Improvements	\$2,555.00
12556021	817	KROEGER EQUIPMENT & SUPPLY CO Transportation Supplies	\$560.64
12556022	7009	JEANETTE LEWIS Other Services	\$21.00
12556023	2903	JAIME MARTINEZ Luncheon	\$120.85
12556024	2491	MID-COUNTY FIRE EXTINGUISHER Repairs	\$432.77
12556025	1058	OFFICE DEPOT Office Supplies	\$245.42
12556026	6257	ORCHARD SUPPLY HARDWARE Maint/Grounds/Trans/Custodial/WH Supp	\$3,373.99
12556027	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$2,516.89
12556028	7010	BETTY PALMER Other Services	\$21.00
12556029	1144	PORT OF SUBS Luncheon	\$456.86
12556030	6972	RASMUSSEN PAINTING Repairs	\$9,700.00
12556031	7011	GABRILLE ROA Other Services	\$25.00
12556032	1303	SAVE MART SUPERMARKETS Food	\$308.90
12556033	1326	SCHOOL SERVICES OF CALIF. INC. Other Services	\$305.00
12556034	1356	SILVAS OIL COMPANY INC. Fuel	\$852.74

**Warrant Register For Warrants
Dated 08/18/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12556035	1374	SMART & FINAL STORES (HFD/DO) Supplies	\$232.92
12556036	1801	SMART & FINAL STORES (HFD/KIT) Food	\$503.74
12556037	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$52,179.92
12556038	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$781.49
12556039	1401	STANDARD STATIONERY SUPPLY Warehouse	\$2,109.00
12556040	1444	SYSCO FOODSERVICES OF MODESTO Food	\$22,088.30
12556041	7014	RAYSHAWNA TAPIA Other Services	\$21.00
12556042	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12556043	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$150.00
12556044	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$4,000.00
12556045	1603	WESTERN BUILDING MATERIALS Repairs	\$5,560.00
Total Amount of All Warrants:			\$205,594.93

Credit Card Register For Payments
Dated 08/18/2017

Document Number	Vendor Number	Vendor Name	Amount
14020464	2409	ALERT-O-LITE INC. Maint/Grounds Supplies	\$541.50
14020465	1363	BEST BUY Food	\$10.43
14020466	710	HORIZON SOFTWARE INTERNATIONAL Other Services	\$1,852.00
14020467	5690	INDOFF INCORPORATED Facilities Supplies	\$2,650.15
14020468	827	LA TAPATIA TORTILLERIA INC. Food	\$832.81
14020469	1002	MORGAN & SLATES INC. Maint/Grounds Supplies	\$135.33
14020470	1002	MORGAN & SLATES INC. Food Services Supplies	\$1,036.96
14020471	1184	PURE FORCE Food Services Supplies	\$1,052.32

Total Amount of All Credit Card Payments:**\$8,111.50**

Warrant Register For Warrants

Dated 08/25/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12556560	34	CURTIS ALEXANDER Allowance	\$100.00
12556561	7003	ALL VALLEY PRINTING INC. Parent Matl's	\$348.56
12556562	6431	AMAZON.COM Warehouse/Office Supplies/Maintenance Supplies	\$5,533.13
12556563	1879	DON ARAKELIAN Athletic Supplies	\$222.31
12556564	3947	ATKINSON ANDELSON LOYA RUUD & Legal	\$884.63
12556565	4983	B & H PHOTO-VIDEO HR Supplies	\$925.81
12556566	4119	KRISTINA BALDWIN Luncheon	\$102.24
12556567	3067	KAREN BELT Allowance	\$58.75
12556568	653	BRAD'S HANFORD SMOG-N-TUNE INC Repairs	\$41.75
12556569	176	BSN SPORTS Athletic Supplies	\$5,585.53
12556570	4918	CALIFORNIA COMMISSION ON TEACH Other Services	\$1,300.00
12556571	1667	CDW GOVERNMENT INC. Inst'l Matl's	\$262.59
12556572	2560	CRUSHA ELECTRIC MOTOR Maintenance Supplies	\$367.91
12556573	3237	CLAUDIA DAVIS Allowance	\$98.17
12556574	6974	STEVE DUNN Inst'l Consultant	\$2,520.74
12556575	2459	FACSCO Maintenance Supplies	\$465.92
12556576	1177	FRED PRYOR SEMINARS Travel & Conf	\$199.00
12556577	1393	GAS COMPANY Gas	\$70.71
12556578	5267	AMY GONSALVES Allowance	\$78.33
12556579	5850	SAMANTHA HINTHORNE Allowance	\$97.04
12556580	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$874.30
12556581	711	THE HORN SHOP Band Supplies	\$21,785.59
12556582	6459	MELODY LEE Mileage	\$31.78
12556583	2053	ROBERT LEON Office Supplies	\$34.32
12556584	5808	SONYA LOWTHER Allowance	\$97.42
12556585	5407	LOZANO SMITH Travel & Conf	\$300.00
12556586	6178	ANNISE MAGPAYO Allowance	\$85.75
12556587	2491	MID-COUNTY FIRE EXTINGUISHER Repairs	\$229.41
12556588	994	MOBILE MODULAR MGMT. CORP. Leases	\$140,040.00
12556589	3424	JACQUELINE MONZON Allowance	\$100.00
12556590	5643	NATIONAL GEOGRAPHIC LEARNING Books	\$6,959.99
12556591	6693	NEWSELA Software License	\$4,900.00
12556592	1058	OFFICE DEPOT Office Supplies	\$164.37
12556593	4673	JAMIE OLIVEIRA Allowance	\$37.50
12556594	7016	CAROLINA ORTEGA DE GARCIA Luncheon	\$13.68
12556595	6938	PACIFIC CONTRACTORS GROUP INC. Repairs	\$4,600.00
12556596	2592	PRINCETON HEALTH PRESS Textbooks	\$797.50
12556597	1901	PYRAMID CABINET SYSTEMS INC. Repairs	\$19,800.00
12556598	2835	RHODE ISLAND NOVELTY Inst'l Matl's	\$191.05
12556599	1232	RICHARD'S TREE SERVICE Repairs	\$800.00
12556600	6028	MARIA ROSALES Allowance	\$43.14
12556601	5067	RUSSELL SIGLER INC Maintenance Supplies	\$450.94
12556602	5287	TRACY RYAN Allowance	\$99.79
12556603	3743	SHRED-IT USA – FRESNO Shredding Service	\$628.24
12556604	6061	DANA SILVA Allowance	\$100.00
12556605	1374	SMART & FINAL STORES (HFD/DO) Supplies	\$285.82
12556606	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$47,262.82
12556607	2277	BRIAN STONE Allowance	\$55.35

Warrant Register For Warrants

Dated 08/25/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12556608	2188	SUPPLYWORKS Equipment/Grounds Supplies	\$6,933.51
12556609	6823	TCG GROUP HOLDINGS Other Services	\$256.00
12556610	6944	TETER LLP Other Services	\$2,116.40
12556611	6148	TRANE Maintenance Supplies	\$161.73
12556612	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$525.00
12556613	6032	TUMBLEWEED PRESS INC Software License	\$719.10
12556614	1506	TWB INSPECTIONS Buildings & Improvements	\$5,625.00
12556615	1525	UNIVERSAL SPECIALTIES INC. Maintenance Supplies	\$1,012.76
12556616	5488	LILIANA URBINA Other Services	\$20.00
12556617	4522	US AIR CONDITIONING DIST INC. Maintenance Supplies	\$358.36
12556618	6936	VERA'S PAINTING Repairs	\$3,800.00
12556619	3185	VISALIA PIPE & SUPPLY Maintenance Supplies	\$598.50
12556620	2405	WPS Psychology Matl's	\$315.59
12556621	1649	LUPE YADETA Allowance	\$96.22
12556622	1873	ZEE MEDICAL SERVICE CO. Facilities Matl's	\$484.72
Total Amount of All Warrants:			\$293,054.77

Credit Card Register For Payments
Dated 08/25/2017

Document Number	Vendor Number	Vendor Name	Amount
14020552	3599	4IMPRINT INC Inst'l Matl's	\$3,592.21
14020553	5033	AAA RADIATOR MUFFLER Repairs	\$500.00
14020554	949	AMERICAN INCORPORATED Repairs	\$243.00
14020555	2103	EDGEWOOD PRESS Inst'l Matl's	\$555.74
14020556	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$2,844.83
14020557	652	HANFORD SENTINEL Other Services	\$736.25
14020558	1111	J W PEPPER & SON INC Band Supplies	\$48.80
14020559	1345	SHIFFLER EQUIPMENT SALES INC. Maintenance Supplies	\$209.80
14020560	1637	WOODWIND & BRASSWIND Band Supplies	\$2,860.23
Total Amount of All Credit Card Payments:			\$11,590.86

Warrant Register For Warrants

Dated 09/01/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12557254	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Services	\$463.31
12557255	2424	ANDERSON'S Inst'l Matl's	\$1,163.93
12557256	7020	REBECCA APODACA Prepaid Meals	\$72.95
12557257	6145	KYLA BAKER Warehouse	\$104.15
12557258	4911	CALIFORNIA DEPT. OF EDUCATION Buildings & Improvements	\$1,130.22
12557259	6131	CALIFORNIA SPORT DESIGN Supplies	\$6,362.61
12557260	236	STATE OF CALIFORNIA Other Services	\$1,006.00
12557261	263	DOUGLAS CARLTON Travel & Conf/Mileage	\$222.50
12557262	1833	CASH Dues & Memberships	\$803.00
12557263	355	CDT INC. Other Services	\$66.00
12557264	1667	CDW GOVERNMENT INC. IT Supplies	\$4,011.14
12557265	7026	ASHLEY CHANDLER Other Services	\$25.00
12557266	6552	CHILDREN'S STORYBOOK GARDEN Field Trip	\$500.00
12557267	352	COMFORT INN Travel & Conf	\$304.56
12557268	3611	CONSCIOUS TEACHING LLC Inst'l Consultant	\$1,700.00
12557269	7024	JESSICA CONTRERAS Prepaid Meals	\$14.60
12557270	3370	DANNIS WOLIVER & KELLEY Travel & Conf	\$2,000.00
12557271	4815	DIGITECH INTEGRATIONS INC Other Services	\$144.00
12557272	4220	EPS SCHOOL SPECIALTY Inst'l Matl's	\$137.92
12557273	2213	NORBERTO ESPINDOLA Allowance	\$96.03
12557274	6453	FLOWERS BAKING COMPANY Food	\$2,761.32
12557275	6232	FOLLETT LIBRARY RESOURCES Books	\$312.18
12557276	1769	FRESNO PRODUCE Food	\$18,553.68
12557277	2144	FREY SCIENTIFIC & CPO SCIENCE Inst'l Matl's	\$6,396.79
12557278	1393	GAS COMPANY Gas	\$166.36
12557279	591	GOLD STAR FOODS Food	\$19,794.57
12557280	7018	ARACELI GONZALES Other Services	\$20.00
12557281	4059	BRENT HANKE Allowance	\$44.02
12557282	711	THE HORN SHOP Repairs	\$1,305.87
12557283	6976	PHYLLIS HOSTMEYER Inst'l Matl's	\$1,876.95
12557284	7017	JORDAN JACKSON Allowance	\$35.55
12557285	5913	JAMI JENKINS Travel & Conf	\$264.00
12557286	5307	JENNIFER LEVINSON Luncheon	\$64.35
12557287	3719	FLORITA MAGALLON Supplies	\$18.57
12557288	2243	MATSON ALARM Other Services	\$367.50
12557289	1058	OFFICE DEPOT Office Supplies	\$1,165.04
12557290	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$3,314.90
12557291	7025	PICCADILLY INN Travel & Conf	\$101.27
12557292	1168	PRODUCERS DAIRY PRODUCTS Food	\$12,642.80
12557293	1227	RENAISSANCE LEARNING INC. Software Licenses	\$7,012.50
12557294	4269	SCHOOL INNOVATIONS & ACHIEVEME Books	\$1,250.00
12557295	7027	LORENE SILVA Other Services	\$38.60
12557296	1801	SMART & FINAL STORES (HFD/KIT) Food	\$10.68
12557297	7021	KYLE SMITH Other Services	\$21.00
12557298	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$49,058.85
12557299	6785	SPY SCREEN & IMAGE PRINTING Print Matl's	\$1,340.63
12557300	1401	STANDARD STATIONERY SUPPLY Warehouse	\$72.80
12557301	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$10,682.49

**Warrant Register For Warrants
Dated 09/01/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12557302	7019	KYLIE STRICKLAND Other Services	\$20.00
12557303	1444	SYSCO FOODSERVICES OF MODESTO Food	\$34,445.07
12557304	1466	TERMINIX INTERNATIONAL Pest Control	\$50.00
12557305	5915	STEFANIE UMSCHIED Travel & Conf	\$264.00
12557306	1558	VERIZON WIRELESS Telephone	\$996.30
12557307	6132	ASHLEY WELCH READY Supplies	\$16.77
12557308	7022	NORMA ZUNIGA Other Services	\$20.00
Total Amount of All Warrants:			\$194,833.33

Credit Card Register For Payments
Dated 09/01/2017

Document Number	Vendor Number	Vendor Name	Amount
14020625	1839	ATLAS PEN & PENCIL CORP. Inst'l Matl's	\$108.69
14020626	366	CORWIN PRESS INC. Inst'l Matl's	\$1,606.97
14020627	529	FOLLETT SCHOOL SOLUTIONS Textbooks	\$9,632.19
14020628	652	HANFORD SENTINEL Other Services	\$292.00
14020629	827	LA TAPATIA TORTILLERIA INC. Food	\$807.95
14020630	4276	LEARNING A-Z Software License	\$4,688.10
14020631	3513	SIGNMAX Grounds Matl's	\$294.17
14020632	2888	TARGET SPECIALTY PRODUCTS Custodial Supplies	\$395.89
14020633	1637	WOODWIND & BRASSWIND Band Supplies	\$289.58
Total Amount of All Credit Card Payments:			\$18,115.54

Hanford Elementary School District
Minutes of the Regular Board Meeting
August 23, 2017

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 23, 2017 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garcia called the meeting to order at 5:30 p.m. Trustee Garner, Hernandez, Revious and Strickland were present.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Debra Colvard, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Lucy Gomez, Rick Johnston, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, and Jason Strickland.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Public Employee Performance Evaluation (GC 54957) – Superintendent
- Open Session** Trustees returned to open session at 6:10 p.m.
- Performance Evaluation** The Board gave the Superintendent a positive evaluation and extended the Superintendent's contract an additional year to June 30, 2020.
- Labor Negotiators** No action was taken by the Board.
- Public Comments** None
- Board and Staff Comments** Joy C. Gabler, Superintendent, gave some highlights to kick off the school year:
- Positive letter from Ron and Sharon Williams regarding the bus that caught on fire during the MLK field trip. The letter compliments the staff and students. Joy read a highlight from the letter, it stated "We would definitely allow our children or future grandchildren to go on any field trip knowing how professional and caring the staff and adults of Hanford Elementary are, and how quickly they responded."
 - Letter to Hamilton and Washington from Lori Cluff at JDT consultants. Lori expressed what an excellent experience she had working with our district. Joy read a highlight from the letter, it stated "...which leads me to believe that there are trainings and/or efforts to create a positive working atmosphere to bring out the best in your staff".
 - MLK Crusader Track Team: Fernando Medrano and Esmeralda Puga won gold medals at previous track meets which allowed them to qualify for the Junior Olympic Championships at San Jose. Fernando was not able to attend, but Esmeralda got 2nd place in Shot Put and 5th place in Tubo Javelin. Joy gave a shout out to the Crusader Track Coaches: Andrew Martinez and Crystal Foster.
 - Big shout out to Jamie Dial as she was highlighted in the California Association of School Business (CASBO) spring magazine for her contribution to the organization.
 - Woodrow Wilson had a fun project on Sunday, August 13, before the first day of school. They had inspirational quotes written with chalk on the sidewalks. Students could read them as they walked through the campus on their first day of school.

- Roosevelt was featured on the Hanford Sentinel for the first day of school. The article also talked about what is happening in the school with technology.
- HESD Food Services added a new item to their menu, tri-tip sandwiches. Pictures from Lee Richmond Cafeteria were shown with students enjoying their lunches.
- Joy was excited to see the JFK's Community Leadership working hard on Friday, August 18th doing their recycling community outreach at the Salvation Army next door to the district.
- Jefferson was featured on the Hanford Sentinel on eclipse day. The article talked about the parent involvement activity that took place on campus.

**Requests to
Address the Board**

None

**Dates to
Remember**

President Garcia reviewed dates to remember: Junior High Back-to-School Night on August 24th; District Office Picture Day on August 28th; Jefferson Back-to-School Night on August 29th; Elementary Back-to-School Night on August 31st.

CONSENT ITEMS

Trustee Garner made a motion to take consent items "a" through "c" 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 "c". 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 7/28/17, 8/7/17 and 8/11/17.
- b) Minutes of Regular Board Meeting 8/9/17.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

BB/E 9270

Joy Gabler, Superintendent, presented for information the following revised Board Bylaw and Exhibit:

- BB/E 9270 – Conflict of Interest

BOARD POLICIES AND ADMINISTRATION

SARB

Trustee Strickland made a motion to approve the School Attendance Review Board (SARB) contract with Kings County Office of Education for the 2017-18 school year. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes

Hernandez – Yes
Revious – Yes
Strickland – Yes

MOU – Leader Services Trustee Strickland made a motion to approve the Memorandum of Understanding with Leader Services to participate in the program offered by the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

MOU – Big Brother/Big Sister Trustee Strickland made a motion to approve the Memorandum of Understanding with Big Brother/Big Sisters of Central California to provide a mentorship program to students. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Out of State Travel Trustee Strickland made a motion to approve the Out-of-state travel for two (2) HESD School Psychologists to conduct assessments on resident student currently placed in a non-public school. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

TCOE Trustee Revious made a motion to approve the consultant contract with Tulare County Office of Education to provide eight (8) professional development session for Roosevelt K-6 teachers. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BSK Associates Trustee Strickland made a motion to approve the consultant agreement with BSK Associates, for the Geotechnical Engineering Investigation and Geologic/Seismec Hazards Evaluation for the Jefferson new administration & library building project. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP 0200 Trustee Strickland made a motion to approve the revised Board Policy 0200 – Goals for

the District. Trustee Garner seconded; motion carried 5-0:

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

BB 9222

Trustee Garner made a motion to approve the revised Board Bylaw 9222 – Resignation. Trustee Hernandez seconded; motion carried 5-0:

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

BB 9320

Trustee Garner made a motion to approve the revised Board Bylaw 9320 – Meetings and Notices. Trustee Hernandez seconded; motion carried 5-0:

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

BB 9321

Trustee Garner made a motion to approve the revised Board Bylaw 9321 – Closed Session Purposes and Agendas. Trustee Revious seconded; motion carried 5-0:

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

BB 9324

Trustee Strickland made a motion to approve the revised Board Bylaw 9324 – Minutes and Recordings. Trustee Revious seconded; motion carried 5-0:

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

BP/AR/E 6173

Trustee Garner made a motion to approve the revised Board Policy, Administrative Regulation and Exhibit 6173 – Education for Homeless Children. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 6185

Trustee Garner made a motion to approve the revised Board Policy and Administrative Regulation 6185 – Community Day School. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes

Revious – Yes
Strickland – Yes

BP 4112.2 Trustee Revious made a motion to approve the revised Board Policy 4112.2 – Certification. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

AR 4112.22 Trustee Garner made a motion to approve the revised Administrative Regulation 4112.22 – Staff Teaching English Learners (retitled). Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**BP 4112.42/
4212.42/4312.42** Trustee Revious made a motion to approve the revised Board Policy 4112.42/ 4212.42/4312.42 – Drug and Alcohol Testing for Holders of Commercial Motor Vehicle Licenses. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**E 4112.9/
4212.9/4312.9** Trustee Strickland made a motion to approve the revised Exhibit 4112.9/4212.9/4312.9 – Employee Notifications. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

BP 4113 Trustee Garner made a motion to approve the revised Board Policy 4113 – Assignment. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**BP 4113.4/
4213.4/4313.4** Trustee Revious made a motion to approve the revised Board Policy 4113.4/4213.4/ 4313.4 – Temporary Modified/Light Duty Assignment. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

AR 4222

Trustee Garner made a motion to approve the revised Administrative Regulation 4222 – Teacher Aides/Paraprofessionals. Trustee Hernandez seconded; motion carried 5-0:

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

BP 4312.1

Trustee Strickland made a motion to approve the revised Board Policy BP 4312.1 - Contracts. Trustee Garner seconded; motion carried 5-0:

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

PERSONNEL

Trustee Garner made a motion to take Personnel items “a” through “d” together. Trustee Revious seconded; motion carried 5-0:

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

Trustee Garner then made a motion to approve Personnel items “a” through “d”. Trustee Revious seconded; the motion carried 5-0:

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

***Item “a” –
Employment***

Certificated Short-term Employment

- John Passmore, Substitute SDC Teacher, Lincoln, effective 8/16/17 to 8/17/17 and 8/28/17 to approximately 11/21/17

Classified

- Allyson Amos, Special Education Aide – 5.0 hrs., Kennedy, effective 8/14/17
- Vanessa Alvizo, READY program Tutor – 4.5 hrs., King, effective 8/9/17
- Jennifer Butts, READY Program Tutor – 4.5 hrs., Simas, effective 8/9/17
- Ashley Chandler, Food Service Worker II – 2.5 hrs., Wilson, effective 8/11/17
- Jeannie Fromme, Special Education Aide – 5.0 hrs., Simas, effective 8/14/17
- Kristy Kairis, READY Program Tutor – 4.5 hrs., Simas, effective 8/9/17
- Rosie Ochoa, Food Service Worker II – 2.5 hrs., Kennedy, effective 8/11/17 (rescind)
- Lisa Wright, Health Care Assistant – 6.0 hrs., Kennedy, effective 8/8/17

Temporary Employees/Substitutes/Yard Supervisors

- Estevan Alcala, Substitute Yard Supervisor, effective 8/9/17 (revised)
- Chrystina Arms, Short-term Clerk Typist II – 8.0 hrs., Transportation/DSF, effective 8/7/17 to 8/28/17
- Monique Cantu, Substitute READY Program Tutor, effective 8/14/17
- Valarie Casarez, Short-term Yard Supervisor – 2.5 hrs., Roosevelt, effective 8/14/17 to 10/31/17

- Deborah Chinchock, Short-term Clerk Typist II – 7.5 hrs., Food Services, effective 8/17/17 to 9/15/17
- Veronica Gonzalez, Substitute Yard Supervisor, effective 8/11/17 (revised)
- Rebecca Long, Substitute READY Program Tutor and Yard Supervisor, effective 8/9/17 (revised)
- Lauren Magpayo, Substitute READY Program Tutor, effective 8/14/17
- Cindy Navarro, Substitute Bilingual Clerk Typist I, Clerk Typist I, Custodian I, Food Service Worker I/II, Translator: Oral Interpreter and Written Translation, effective 8/11/17 (revised); Short-term Bilingual Clerk Typist I – 7.5 hrs., Food Services, effective 8/17/17 to 9/15/17
- Marisol Ayala Navarro, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F) and 1.25 hrs. (W), Lincoln, effective 8/14/17 to 12/15/17; Short-term READY Program Tutor – 3.0 hrs., (M,T,Th, F) and 4.75 hrs. (W), Lincoln, effective 8/14/17 to 12/15/17
- Carmen Olivares, Substitute Bilingual Clerk Typist I and Translator: Oral Interpreter and Written Translation, effective 8/11/17
- Joann Raulino, Substitute Clerk Typist II, Media Services Aide, Special Education Aide and Yard Supervisor, effective 8/14/17
- Gabrielle Roa, Substitute Clerk Typist II and Food Service Worker I/II, effective 8/11/17; Short-term Clerk Typist II – 7.5 hrs., Food Services, effective 8/17/17 to 9/15/17
- Melissa Rodriguez, Short-term Yard Supervisor – 1.75 hrs., King, effective 8/14/17 to 12/15/17
- Christian Romero, Substitute Yard Supervisor, effective 8/11/17; Short-term Yard Supervisor – 1.5 hrs., Simas, effective 8/14/17 to 10/31/17
- Jennifer Ruddy, Substitute Clerk Typist I, Food Service Worker I and Yard Supervisor, effective 8/11/17
- Cristina Solorio, Short-term Yard Supervisor – 1.0 hr., Kennedy, effective 8/14/17 to 10/31/17
- Sheri Sumaya, Short-term Yard Supervisor – 1.75 hrs. Hamilton, effective 8/14/17 to 10/31/17
- Sandra Torres, Substitute Yard Supervisor, effective 8/11/17 (revised)
- Blake Villi, Short-term Yard Supervisor – 1.75 hrs., King, effective 8/14/17 to 10/31/17

***Item "b" –
Resignations***

- Yvonne Anaya, Yard Supervisor - .75 hr., Monroe, effective 6/7/17
- Jesse Atilano, Substitute Custodian II, effective 4/3/17
- Daniela Meza, Yard Supervisor – 2.75 hrs., Roosevelt, effective 6/7/17
- Edith Rodriguez, Special Education Aide – 5.0 hrs., Kennedy, effective 6/7/17
- Timmara Russell, READY Program Tutor – 4.5 hrs., Simas, effective 6/7/17

***Item "c" –
Termination of
Probationary
Employment***

- Carrie Boles, Custodian II – 8.0 hrs., Richmond, effective 8/25/17

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

- Lucy Rose, from Account Clerk II – 8.0 hrs., to Account Technician III – 8.0 hrs., Food Services, effective 8/2/17 to 8/22/17

FINANCIAL

**Kings County
Treasurer's
Report**

Trustee Strickland made a motion to approve the Kings County Treasurer's Quarterly Compliance Report ending on June 30, 2017. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes

Hernandez – Yes
Revious – Yes
Strickland – Yes

Resolution #3-18 Trustee Strickland made a motion to adopt Resolution #3-18: Authorization/Authorized representative for the Office of Public School Construction. Trustee Revious seconded; motion carried 5-0:

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

Teacher's Salaries Trustee Strickland made a motion to approve the request for exemption from the required expenditures for classroom teacher's salaries. Trustee Revious seconded; motion carried 5-0:

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

Resolution #5-18 Trustee Garner made a motion to adopt Resolution #5-18: Final Budget Revisions. Trustee Strickland seconded; motion carried 5-0:

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

Resolution #4-18 Trustee Strickland made a motion to adopt Resolution #4-18: Gann Limit Resolution. Trustee Hernandez seconded; motion carried 5-0:

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

31 Report Trustee Revious made a motion to approve the Kings County's Government Accounting Standard 31 Report detailing the fair value of the Kings County Treasury's investments on June 30, 17. Trustee Strickland seconded; motion carried 5-0:

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

Unaudited Actuals Report Trustee Revious made a motion to approve the unaudited actuals financial report that summarizes various facets of financial data of the school district that was presented by David Endo, Chief Business Official. Trustee Strickland seconded; motion carried 5-0:

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

Strickland – Yes

**Mangini
Architecture**

Trustee Strickland made a motion to approve the architectural services agreement with Mangini Architecture to facilitate the construction of administration and library building at Jefferson Charter School. Trustee Revious seconded; motion carried 5-0:

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

Surplus Items

Trustee Strickland made a motion to approve the declaration of surplus items from the list presented. Trustee Hernandez seconded; motion carried 5-0:

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

Adjournment

There being no further business, President Garcia adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-128	A	Wilson	Lemoore	9/05/2017
I-129	A	MLK	Armona	9/05/2017
I-130	A	Roosevelt	Armona	9/05/2017
I-131	A	Kennedy	Pioneer	9/05/2017

No	A/D	Sch Req'd	Home Sch	Date
O-153	A	Huron	King	9/05/2017
O-154	A	Huron	King	9/05/2017
O-155	A	Lakeside	Wilson	9/05/2017
O-156	A	Lakeside	Monroe	9/05/2017
O-156	A	Corcoran	Monroe	9/05/2017
O-157	A	Kit Carson	Washington	9/05/2017
O-158	A	Kit Carson	Washington	9/05/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form**TO:** Joy Gabler**FROM:** Ramiro Flores**DATE:** 8/16/17**FOR:** (X) Board Meeting
() Superintendent's Cabinet**FOR:** () Information
(X) Action

Date you wish to have your item considered: September 13, 2017

ITEM: Donation from The Kula Foundation**PURPOSE:** To use toward student rewards.**FISCAL IMPACT:** Increase of 2.83 to 0100-1100-0-1110-1000-430000-029-0000.**RECOMMENDATION:** Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Anthony Carrillo AC

DATE: August 24, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 13, 2017

ITEM: School Supply Donation

PURPOSE: Accept school supply donation from Koinonia Church

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Action

PUBLIC NOTICE HEARING

Instructional Materials Funding Realignment Program

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

Place: Hanford Elementary School
District Office Board Room
714 N White Street
Hanford, California 93230

Date: September 13, 2017

Time: 6:00 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Jill Rubalcava
Assistant Superintendent of Curriculum, Instruction and Professional Development
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3672

Posted: Wednesday, August 30, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Measure U bond projects update.

PURPOSE:

The attached list of bond projects is updated to reflect the projects that are being constructed with the first series of Measure U bond funds. This list will also be presented to the Independent Citizens' Bond Oversight Committee.

FISCAL IMPACT:

The listed bond projects are projected to exhaust the current series of bond funds.

RECOMMENDATIONS:

Receive a listing of Measure U bond projects.

MEASURE U BOND FUNDS

<i>Phase</i>	<i>School</i>	<i>Specific Work</i>	<i>Status</i>	<i>Total Project Cost</i>	<i>Estimated Bond Cost</i>	<i>Potential Estimated State Funding</i>	<i>Estimated Other Funding</i>
1	Lincoln	Portable Replacement	Planning	\$ 2,750,800	\$ 1,925,800	\$ 825,000	\$ -
1	Martin Luther King	Portable Replacement	Planning	\$ 3,278,363	\$ 1,639,181	\$ 1,639,181	\$ -
1	Martin Luther King/CDS	Develop CDS Site	Planning	\$ 700,350	\$ 700,350	\$ -	\$ -
1	Monroe Administration	Administration/Library Building	Construction	\$ 2,247,750	\$ 1,747,750	\$ 500,000	\$ -
1	Jefferson	Administration/Library Building	Planning	\$ 2,798,000	\$ 2,798,000	\$ -	\$ -
<i>Totals</i>				<i>11,775,263</i>	<i>8,811,081</i>	<i>2,964,181</i>	<i>-</i>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Receive for information monthly financial reports for the period of 08/01/2017-08/31/2017.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 08/01/2017-08/31/2017. These reports have incorporated the latest board approved budget revisions.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports for the period of 08/01/2017-08/31/2017.

Fiscal Position Report

August 2017

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

Fund: 0100 General Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,017,986.36	\$9,969,484.99		
REVENUES						
1) LCFF Sources	8010-8099	\$2,195,188.00	\$4,650,768.94	\$52,506,891.00	8.86	91.14
2) Federal Revenues	8100-8299	\$13,442.91	\$13,442.91	\$3,121,326.00	0.43	99.57
3) Other State Revenues	8300-8599	(\$98,934.00)	(\$98,934.00)	\$5,498,105.00	(1.80)	101.80
4) Other Local Revenues	8600-8799	\$118,253.17	\$198,583.35	\$2,086,347.07	9.52	90.48
5) Total, Revenues		\$2,227,950.08	\$4,763,861.20	\$63,212,669.07	7.54	92.46
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,315,203.96	\$2,516,132.31	\$26,502,694.00	9.49	90.51
2) Classified Salaries	2000-2999	\$853,822.60	\$1,333,913.99	\$10,405,592.00	12.82	87.18
3) Employee Benefits	3000-3999	\$715,292.47	\$1,005,292.22	\$15,637,197.00	6.43	93.57
4) Books and Supplies	4000-4999	\$167,922.60	\$283,213.01	\$3,941,778.18	7.18	92.82
5) Services, Oth Oper Exp	5000-5999	\$368,166.71	\$889,942.40	\$3,587,460.82	24.81	75.19
6) Capital Outlay	6000-6999	\$28,875.60	\$28,875.60	\$437,988.67	6.59	93.41
7) Other Outgo(excl. 7300`s)	7100-7499	\$38,834.00	\$71,884.00	\$1,315,265.00	5.47	94.53
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$334,000.00)	0.00	100.00
9) Total Expenditures		\$4,488,117.94	\$6,129,253.53	\$61,493,975.67	9.97	90.03
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$797,181.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$797,181.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$2,260,167.86)	(\$1,365,392.33)	\$921,512.40		
ENDING FUND BALANCE			\$8,652,594.03	\$10,890,997.39		

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

Fiscal Position Report

August 2017

9/1/2017 1:04:49PM

Fund: 0900 Charter Schools Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$361,412.19	\$361,412.19		
REVENUES						
1) LCFF Sources	8010-8099	\$161,255.00	\$322,510.00	\$3,709,041.00	8.70	91.30
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$282,388.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$9,350.89	0.00	100.00
5) Total, Revenues		\$161,255.00	\$322,510.00	\$4,000,779.89	8.06	91.94
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$145,266.60	\$145,266.60	\$1,662,917.00	8.74	91.26
3) Employee Benefits	3000-3999	\$25,707.69	\$25,707.69	\$686,221.00	3.75	96.25
4) Books and Supplies	4000-4999	\$11,795.18	\$14,062.29	\$142,401.83	9.88	90.12
5) Services, Oth Oper Exp	5000-5999	\$2,915.20	\$18,264.92	\$1,262,462.00	1.45	98.55
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$5,010.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$185,000.00	0.00	100.00
9) Total Expenditures		\$185,684.67	\$203,301.50	\$3,944,011.83	5.15	94.85
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$66,750.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$66,750.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$24,429.67)	\$119,208.50	(\$9,981.94)		
ENDING FUND BALANCE			\$480,620.69	\$351,430.25		

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

Fiscal Position Report

August 2017

Fund: 1300 Cafeteria Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,346,224.92	\$1,416,162.63		
REVENUES						
2) Federal Revenues	8100-8299	\$330,613.90	\$330,613.90	\$2,930,549.00	11.28	88.72
3) Other State Revenues	8300-8599	\$22,924.13	\$22,924.13	\$207,776.00	11.03	88.97
4) Other Local Revenues	8600-8799	\$4,064.13	\$4,064.13	\$343,000.00	1.18	98.82
5) Total, Revenues		\$357,602.16	\$357,602.16	\$3,481,325.00	10.27	89.73
EXPENDITURES						
2) Classified Salaries	2000-2999	\$96,803.39	\$130,240.77	\$1,067,647.00	12.20	87.80
3) Employee Benefits	3000-3999	\$21,626.73	\$32,534.84	\$451,748.00	7.20	92.80
4) Books and Supplies	4000-4999	\$57,171.78	\$57,171.78	\$1,816,803.00	3.15	96.85
5) Services, Oth Oper Exp	5000-5999	\$2,756.96	\$387.99	(\$15,988.00)	(2.43)	102.43
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$35,000.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$149,000.00	0.00	100.00
9) Total Expenditures		\$178,358.86	\$220,335.38	\$3,504,210.00	6.29	93.71
NET INCREASE (DECREASE) IN FUND BALANCE		\$179,243.30	\$137,266.78	(\$22,885.00)		
ENDING FUND BALANCE			\$1,483,491.70	\$1,393,277.63		

Fiscal Position Report
August 2017

Fund: 1400 Deferred Maintenance Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$18,724.12	\$115,943.36		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$0.00	\$300,000.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$1,200.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$301,200.00	0.00	100.00
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$1,107.25	\$1,107.25	\$101,200.00	1.09	98.91
6) Capital Outlay	6000-6999	\$77.50	\$77.50	\$315,943.36	0.02	99.98
9) Total Expenditures		\$1,184.75	\$1,184.75	\$417,143.36	0.28	99.72
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$1,184.75)</u>	<u>(\$1,184.75)</u>	<u>(\$115,943.36)</u>		
ENDING FUND BALANCE			<u><u>\$17,539.37</u></u>	<u><u>\$0.00</u></u>		

Fiscal Position Report
August 2017

Fund: 1500 Pupil Transportation Equip

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$48,307.97	\$48,307.97		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$500.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$500.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$500.00		
ENDING FUND BALANCE			\$48,307.97	\$48,807.97		

Fiscal Position Report
August 2017

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER I

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

Fiscal Position Report
August 2017

Fund: 2100 Building Fund-Local

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$8,553,055.44	\$8,553,055.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$44,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$44,000.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$13,874.87	\$59,549.87	\$6,450,000.00	0.92	99.08
9) Total Expenditures		\$13,874.87	\$59,549.87	\$6,450,000.00	0.92	99.08
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$13,874.87)</u>	<u>(\$59,549.87)</u>	<u>(\$6,406,000.00)</u>		
ENDING FUND BALANCE			<u><u>\$8,493,505.57</u></u>	<u><u>\$2,147,055.44</u></u>		

Fiscal Position Report
August 2017

Fund: 2500 CapitalFacilities Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$760,146.11	\$760,146.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$38,285.15	\$38,285.15	\$267,000.00	14.34	85.66
5) Total, Revenues		\$38,285.15	\$38,285.15	\$267,000.00	14.34	85.66
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$142,156.40	\$142,156.40	\$257,328.00	55.24	44.76
6) Capital Outlay	6000-6999	\$0.00	\$9,116.25	\$0.00	0.00	100.00
9) Total Expenditures		\$142,156.40	\$151,272.65	\$257,328.00	58.79	41.21
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$103,871.25)</u>	<u>(\$112,987.50)</u>	<u>\$9,672.00</u>		
ENDING FUND BALANCE			<u><u>\$647,158.61</u></u>	<u><u>\$769,818.11</u></u>		

Fiscal Position Report
August 2017

Fund: 4000 Special Reserve - Capital Outlay

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,732,960.11	\$3,732,960.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$9,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$9,000.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$15,000.00	\$15,000.00	\$840,000.00	1.79	98.21
9) Total Expenditures		\$15,000.00	\$15,000.00	\$840,000.00	1.79	98.21
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>(\$831,000.00)</u>		
ENDING FUND BALANCE			<u><u>\$3,717,960.11</u></u>	<u><u>\$2,901,960.11</u></u>		

Fiscal Position Report
August 2017

Fund: 6720 Self-Insurance/Other

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$383,392.38	\$383,392.38		
REVENUES						
4) Other Local Revenues	8600-8799	\$3,347.34	\$23,156.02	\$655,668.00	3.53	96.47
5) Total, Revenues		\$3,347.34	\$23,156.02	\$655,668.00	3.53	96.47
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$63,333.97	\$137,699.57	\$624,944.00	22.03	77.97
9) Total Expenditures		\$63,333.97	\$137,699.57	\$624,944.00	22.03	77.97
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$59,986.63)</u>	<u>(\$114,543.55)</u>	<u>\$30,724.00</u>		
ENDING FUND BALANCE			<u><u>\$268,848.83</u></u>	<u><u>\$414,116.38</u></u>		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** BP 6142.94 History Social Science Instruction CSBA Recommended New Policy**PURPOSE:** Information regarding BP 6142.94 History Social Science Instruction-CSBA Recommended New Policy**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

NEW

Hanford ESD

Board Policy

History-Social Science Instruction

BP 6142.94

Instruction

Note: The following optional policy may be revised to reflect district practice. Education Code 51210 and 51220 require that social studies be included in the course of study offered in grades 1-12, including age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology. For specific topics that must be included in the history-social science curriculum, see BP 6143 - Courses of Study.

Note: In addition, Education Code 51225.3 requires completion of three courses of social studies to meet high school graduation requirements; see BP 6146.1 - High School Graduation Requirements.

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6115 - Ceremonies and Observances)
 (cf. 6141 - Curriculum Development and Evaluation)
 (cf. 6141.2 - Recognition of Religious Beliefs and Customs)
 (cf. 6142.3 - Civic Education)
 (cf. 6142.4 - Service Learning/Community Service Classes)
 (cf. 6143 - Courses of Study)
 (cf. 6146.1 - High School Graduation Requirements)

Note: The State Board of Education (SBE) has adopted state content standards for history-social science which cover grades K-12, with the exception of grade 9 which, in current California practice, is traditionally the year in which students choose a history-social science elective. In addition to core content knowledge, the standards describe intellectual, reasoning, reflection, and research skills that should be learned through the content standards for grade ranges K-5, 6-8, and 9-12.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

(cf. 6011 - Academic Standards)

Note: The History-Social Science Framework for California Public Schools, adopted by the SBE on July 14, 2016, reflects the state content standards as well as the California Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects and the California English Language Development Standards. The updated framework includes greater emphasis on literacy skills (i.e., reading, writing, speaking, listening, and other language skills) required for college and career readiness.

Note: Pursuant to Education Code 33540, 51008, 51226.3, and 51284, the SBE added specified topics to the updated curriculum framework, including, but not limited to, financial literacy, voter education, genocide, and the contributions of lesbian, gay, bisexual, and transgender Americans and the disabled. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer an elective course in ethnic studies based on that model curriculum, when available, in at least one grade level during grades 9-12.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 9000 - Role of the Board)

Note: Instructional materials that will be used by the district must be adopted by the Governing Board in accordance with Education Code 60200-60206 for grades K-8 and Education Code 60400-60411 for grades 9-12.

Note: Education Code 60119 requires the Board to hold a public hearing on the sufficiency of standards-aligned instructional materials in certain subjects, including history-social science; see BP 6161.1 - Selection and Evaluation of Instructional Materials.

Note: The state content standards for history-social science encourage schools to use supplementary materials as provided in the following paragraph.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
 (cf. 6161.11 - Supplementary Instructional Materials)
 (cf. 6162.6 - Use of Copyrighted Materials)
 (cf. 6163.1 - Library Media Centers)

Note: The following paragraph is optional. Education Code 51221.3, 51221.4, and 51226.3 encourage the use of personal testimony (i.e., oral histories, videos, or other multimedia formats) during instruction on certain topics, including World War II, the Vietnam War, the Korean War, the Bracero program, human rights, the Holocaust, genocide, and violence awareness and prevention. Oral history related to World War II and the Vietnam War is required to meet certain standards specified below. Pursuant to Education Code 51221.3 and 51226.3, oral history presented on other topics is encouraged, but not required, to meet similar standards.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

Note: Education Code 99200-99206 establish the California History-Social Science Project, a statewide professional development project designed to develop and enhance teachers' knowledge and instructional strategies to improve student achievement in history-social science. Professional development resources also may be located through state and national professional associations, such as the California Council for the Social Studies or the National Council for History Education.

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

Note: The following optional paragraph should be revised to reflect indicators that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

33540 History-social science curriculum framework

51008-51009 Instruction on farm labor movement

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women, and ethnic groups

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51220.2 Instruction in legal system; teen or peer court programs

51221 Social science course of study, inclusion of instruction in use of natural resources

51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories

51225.3 High school graduation requirements

51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico

51226.7 Ethnic studies

60040-60051 Criteria for instructional materials

60119 Public hearing on the sufficiency of instructional materials

60200-60206 Instructional materials, grades K-8

60400-60411 Instructional materials, grades 9-12

60640-60649 California Assessment of Student Performance and Progress

99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016

Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS

College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013

WEB SITES

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

California Council for History Education: <http://www.csus.edu/al/cche>

California Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

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

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmp.ucop.edu/chssp>
National Association for Multicultural Education: <http://www.nameorg.org>
National Council for History Education: <http://www.nche.net>
National Council for the Social Studies: <http://www.socialstudies.org>

(7/09 8/14) 10/16

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** AR 6143 Courses of Study CSBA Recommended Revisions**PURPOSE:** Information regarding AR 6143 Courses of Study CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

Hanford ESD

Administrative Regulation

Courses Of Study

AR 6143

Instruction

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

Note: The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels it offers.

Grades 1K-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-K through 6 shall include the following:

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

1. _____—English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. _____—Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. _____—Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: _____(Education Code 51210)

a. _____—The history, resources, development, and government of California and the United States

_____ Instruction shall include the early history of California and a study of the role and contributions of men and women, Nativeblack Americans, African Americans, Mexican Americans, Asian Americans~~American Indians, Mexicans, Asians~~, Pacific Islanders, European

Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic~~6141.6 – Multicultural~~ Education)

(cf. 6142.94 - History-Social Science Instruction)

b. _____—The development of the American economic system, including the role of the entrepreneur and labor

c. _____—The relations of persons to their human and natural environments

d. _____—Eastern and western cultures and civilizations

e. _____—Contemporary issues

f. _____—The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. _____—Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. _____—Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Note: Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

6. _____—Health: principles and practices of individual, family, and community health, including—
(~~Education Code 51210~~)

~~The adopted course of study shall provide~~ instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

a. _____—Personal and public safety and accident prevention

(cf. 6142.8 - Comprehensive Health Education)

b. _____—Fire prevention

c. _____ The protection and conservation of resources, including the necessity for the protection of the environment

e. _____ The effects of alcohol, narcotics, drugs, and tobacco upon the human body

Students in grades 1-8 receive age appropriate lessons written to address life skills including information about the effects of alcohol and drugs.

(cf. 5131.6 - Alcohol and Other Drugs)

7. _____—Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Grades 7-~~12~~8

Note: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-~~12~~~~and 8~~ shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6162.52 - High School Exit Examination)

1. _____—English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. _____—Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: _____ (Education Code 51220)

a. _____—The history, resources, development, and government of California and the United States, including instruction in:

(1) The early history of ~~Early~~ California ~~history~~, and a study of the role and contributions of both men and women, ~~Native~~~~black~~ Americans, ~~African Americans~~, ~~Mexican Americans~~, ~~Asian Americans~~~~American Indians~~, ~~Mexicans~~, ~~Asians~~, Pacific ~~Islanders~~, ~~European Americans~~, ~~lesbian~~, ~~gay~~, ~~bisexual~~, ~~Island people~~ and ~~transgender Americans~~, ~~persons with disabilities~~, and members of other ethnic ~~and cultural~~ groups to the economic, political, and social development of California and the ~~United States~~~~nation~~, with particular emphasis on ~~portraying~~ the role of these groups in contemporary society (Education Code 51204.5)

b. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

c. Eastern and western cultures and civilizations

Note: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. ~~6142.3 - Civic~~~~6141.6 - Multicultural~~ Education)

(cf. 6142.94 - History-Social Science Instruction)

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/Foreign Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. ~~Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)~~

(cf. 6142.92 - Mathematics Instruction)

7. ~~Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)~~

(cf. 6142.6 - Visual and Performing Arts Education)

8. ~~Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220—HIV/AIDS prevention (Education Code 51934))~~

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

9. ~~Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)~~

(cf. 6178 - Career Technical Education)

Note: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

Note: Education Code 51934, as amended by AB 329 (Ch. 398, Statutes of 2015), requires that comprehensive sexual health education include information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking. In addition, pursuant to Education Code 51225.36, as added by SB 695 (Ch. 424, Statutes of 2015), districts that require a course in health education for high school graduation must include instruction in sexual harassment and violence with specified components.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

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

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

***Note: Education Code 51203 requires the Board to adopt regulations specifying the grade(s)

and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.***

11. —Personal and public safety, accident prevention and health, including instruction in: _
(Education Code 51202, 51203)

a. Fire prevention

b. The protection and conservation of resources, including the necessity for the protection of our environment

c. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

d. Sexual Health Curriculum is provided in Grade 8 as required in Education Code 51934 and in compliance with required instructional components listed in BP/AR 6142.1 - Sexual Health.

e. Life Skills Curriculum is provided in Grades 7-8. The scientifically researched program includes information about the effects of alcohol and drugs as outlined in AR 5131.6.

(cf. 5131.6 - Alcohol and Other Drugs)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: May 16, 2007

revised: May 20, 2009

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** E 5145.6 Parental Notifications-CSBA Recommended Revisions**PURPOSE:** Information regarding E 5145.6 Parental Notifications-CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2015 (AB 932014)~~ ~~(SB 852, Ch. 10, Statutes25, Statues of 20152014)~~ extends the suspension of these requirements through the ~~2015-162014-15~~ fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361

Board Policy/Administrative Regulation #: See ~~BPAR~~ 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency, [form for changing attendance, appeals process](#)

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

Board Policy/Administrative Regulation #: See BP 5113, See AR 5113, See AR 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: [School](#)~~Consent to school~~ immunization program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49423, 49480

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49471, 49472
 Board Policy/Administrative Regulation #: See BP 5143
 Subject: Availability of insurance

When to Notify: Annually
 Education or Other Legal Code: 49013; 5 CCR 4622
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Release of directory information

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: Free and reduced price meals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 51513, 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
 Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 56301
 Board Policy/Administrative Regulation #: See BP 6164.4
 Subject: Parental rights re: special education identification, referral, assessment, instructional

planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 58501, 48980
 Board Policy/Administrative Regulation #: See AR 6181
 Subject: Alternative schools

When to Notify: Beginning of each school year
 Education or Other Legal Code: Health and Safety Code 104855
 Board Policy/Administrative Regulation #: See AR 5141.6
 Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually–
~~Education or Other~~ Legal Code: 5 CCR 852; Education Code 60615
 Board Policy/Administrative Regulation #: See AR 6162.51
 Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
 Education or Other Legal Code: 20 USC ~~6312~~~~6314~~; 34 CFR 200.61
 Board Policy/Administrative Regulation #: See ~~BPAR~~ 4112.~~224~~, See AR 4222
 Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

~~When to Notify: Beginning of each school year, if any district school has been identified for
 program improvement or corrective action
 Education or Other Legal Code: 20 USC 6316
 Board Policy/Administrative Regulation #: See AR 0520.2
 Subject: Availability of supplemental educational services, identity of providers, description of
 services, qualifications, effectiveness of providers~~

When to Notify: Beginning of each school year
 Education or Other Legal Code: 34 CFR 104.8, 106.9
 Board Policy/Administrative Regulation #: See BP 0410, See BP 6178
 Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations
 or, in their absence, individuals
 Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
 Board Policy/Administrative Regulation #: See AR 3514
 Subject: Availability of asbestos management plan; any inspections, response actions or post-
 response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: ~~Beginning~~~~Beginning~~ in grade 7, at least once prior to course selection and
 career counseling

Education or Other Legal Code: Education Code 221.5; 48980
 Board Policy/Administrative Regulation #: See BP 6164.2
 Subject: Course selection and career counseling

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980
 Board Policy/Administrative Regulation #: See AR 5142.1
 Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Education or Other Legal Code: Education Code 35211
 Board Policy/Administrative Regulation #: None
 Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5
 Board Policy/Administrative Regulation #: See AR 3543
 Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980
 Board Policy/Administrative Regulation #: See AR 5112.5
 Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3
 Board Policy/Administrative Regulation #: See AR 6146.1
 Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

~~When to Notify: Beginning of each school year, for high school students~~

~~Education or Other Legal Code: Education Code 48980, 52244~~

~~Board Policy/Administrative Regulation #: See AR 6141.5~~

~~Subject: Availability of state funds to cover costs of advanced placement exam fees~~

~~When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district~~

~~Education Code 48980, 60850~~

~~Board Policy/Administrative Regulation #: See AR 6162.52~~

~~Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation~~

When to Notify: When students entering grade 7
 Education or Other Legal Code: Education Code 49452.7
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
 Education or Other Legal Code: Education Code 49452.8
 Board Policy/Administrative Regulation #: See AR 5141.32
 Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12
 Education or Other Legal Code: Education Code 51229, 48980
 Board Policy/Administrative Regulation #: See AR 6143
 Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12
 Education or Other Legal Code: Education Code 51938, 48980
 Board Policy/Administrative Regulation #: See AR 6142.1
 Subject: Sexual health~~Explanation of sex~~ and HIV prevention education/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests
 Education or Other Legal Code: Education Code 60641; 5 CCR 863
 Board Policy/Administrative Regulation #: See AR 6162.51
 Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12–
Education or Other Legal Code: Education Code 69432.9
 Board Policy/Administrative Regulation #: See AR 5121, See AR 5125
 Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten
 Education or Other Legal Code: Health and Safety Code 124100, 124105
 Board Policy/Administrative Regulation #: See AR 5141.32
 Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
 Education or Other Legal Code: 5 CCR 11523
 Board Policy/Administrative Regulation #: See AR 6146.2
 Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
 Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, to affected persons

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When student has been placed in structured English immersion program

Education or Other Legal Code: Education Code 310-311; 5 CCR 11309

Board Policy/Administrative Regulation #: See AR 6174

Subject: Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 440; 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2
 Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
 Education or Other Legal Code: Education Code 32221.5
 Board Policy/Administrative Regulation #: See AR 5143
 Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status
 Education or Other Legal Code: Education Code 35178.4
 Board Policy/Administrative Regulation #: See BP 6190
 Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5-
 Board Policy/Administrative Regulation #: BP 3112-
 Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
 Education or Other Legal Code: Education Code 35183
 Board Policy/Administrative Regulation #: See AR 5132
 Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
 Education or Other Legal Code: Education Code 37616
 Board Policy/Administrative Regulation #: See BP 6117
 Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
 Education or Other Legal Code: Education Code 46601
 Board Policy/Administrative Regulation #: See AR 5117
 Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
 Education or Other Legal Code: Education Code 48000
 Board Policy/Administrative Regulation #: See AR 5111
 Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
 Education or Other Legal Code: Education Code 48070.5
 Board Policy/Administrative Regulation #: See AR 5123
 Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified a truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List

Education or Other Legal Code: Education Code 48354; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184~~61884~~

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1–

Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school premises

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918
 Board Policy/Administrative Regulation #: See BP 5119
 Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Description of readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
 Education or Other Legal Code: Education Code 48918
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
 Education or Other Legal Code: Education Code 48918
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day
 Education or Other Legal Code: Education Code 48980
 Board Policy/Administrative Regulation #: See BP 6111
 Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
 Education or Other Legal Code: Education Code 48987
 Board Policy/Administrative Regulation #: See AR 5141.4
 Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
 Education or Other Legal Code: Education Code 49067
 Board Policy/Administrative Regulation #: See AR 5121
 Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
 Education or Other Legal Code: Education Code 49068
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity–

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125–

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter–

Education or Other Legal Code: Education Code 49073.6–

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When/Whom to Notify: To person holding educational rights, within 30 days of foster or homeless youth's transfer between high schools

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See AR 6173, See AR 6173.1–

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention/AIDS or sexual health-~~education~~ by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: _Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the

information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250-

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3-

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: excused and ~~Policies re:~~ unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services

Education or Other Legal Code: 5 CCR 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services

Education or Other Legal Code: 5 CCR 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policy on fee collection

When to Notify: When payment of child care fees is seven days late

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022
 Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who doesis not meet state certification requirements for the grade level/subject taught"highly-qualified"
 Education or Other Legal Code: 20 USC ~~6312~~6314
 Board Policy/Administrative Regulation #: See AR 4112.224
 Subject: Timely notice to parent/guardian of child's assignment

~~When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents/guardians of English learners~~
~~Education or Other Legal Code: 20 USC 6312~~
~~Board Policy/Administrative Regulation #: See AR 0520.2~~
~~Subject: Notice of failure to make adequate yearly progress~~

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
 Education or Other Legal Code: 20 USC 6312
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

~~When to Notify: When school identified for program improvement or corrective action~~
~~Education or Other Legal Code: 20 USC 6316~~
~~Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1~~
~~Subject Explanation of identification, reasons, how problem will be addressed, how parents/guardians can become involved, transfer option, availability of supplemental services~~

~~When to Notify: When district identified for program improvement~~
~~Education or Other Legal Code: 20 USC 6316~~
~~Board Policy/Administrative Regulation #: See AR 0520.3~~
~~Subject: Explanation of status, reasons for identification, how parents/guardians can participate in upgrading district~~

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
 Education or Other Legal Code: 20 USC ~~6316~~6318
 Board Policy/Administrative Regulation #: See AR 6020
 Subject: Notice of policy

~~When to Notify: For districts receiving Title III funds, within 30 days of the release of state Title III accountability report~~
~~Education or Other Legal Code: 20 USC 7012~~
~~Board Policy/Administrative Regulation #: See AR 6174~~
~~Subject: Notification of any failure to make progress on state's annual measurable achievement~~

~~objectives for English learners~~

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: ~~Need~~Notice of need to submit verification information; any subsequent change in benefits; ~~appeals~~right to appeal

When/Whom to Notify: When student is homeless or unaccompanied minor–

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal–

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159–

Subject: Notification and consent–

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
 Education or Other Legal Code: Education Code 56343.5
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
 Education or Other Legal Code: Education Code 56521.1
 Board Policy/Administrative Regulation #: See AR 6159.4
 Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
 Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503
 Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1
 Subject: Prior written notice

—
 When/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415-(d), 34 CFR 300.504
 Board Policy/Administrative Regulation #: See AR 6159.1
 Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement
Education or Other Legal Code: 20 USC 1415-(k); 34 CFR 300.530
 Board Policy/Administrative Regulation #: See AR 5144.2—
 Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
 Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
 Board Policy/Administrative Regulation #: See AR 6159.1
 Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
 Education or Other Legal Code: 34 CFR 104.32, 104.36
 Board Policy/Administrative Regulation #: See AR 6164.6
 Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school
 Education or Other Legal Code: Education Code 35186
 Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

revised: September 23, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** AR 6158 Independent Study-CSBA Recommended Revisions**PURPOSE:** Information regarding AR 6158 Independent Study-CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

Hanford ESD

Administrative Regulation

Independent Study

AR 6158
Instruction

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

In addition, when~~When~~ requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. – (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. – A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support,

such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. ~~Students must demonstrate good attendance at school.~~—For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student. ~~Requests for Independent Study may be approved during the California Assessment of Student Performance and Progress testing only in the case of an emergency as determined by the school Principal.~~

A student participating in independent study must be a resident of the county or an adjacent county.

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. ~~—(Education Code 46300.2, 51747.3)~~

(cf. 5111.1 - ~~District 12~~ Residency ~~Based on Parent/Guardian Employment~~)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. ~~—(Education Code 51745)~~

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. ~~—(Education Code 51745)~~

(cf. 6183 - Home and Hospital Instruction)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. ~~—(Education Code 46300, 51747; 5 CCR 11703)~~

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: ~~—(Education Code 51747; 5 CCR 11700, 11702)~~

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

The signed, dated agreement may be maintained on file electronically. (Education Code 51747)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. -The following

supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. -This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation.
(Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. ~~-(Education Code 44865, 51747.5; 5 CCR 11700)~~

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs ~~at the applicable grade span~~ in the district, unless a new higher or lower ~~grade span~~ ratio for all other educational programs offered ~~within the grade span~~ is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ~~grade span~~ ratio. ~~-(Education Code 51745.6)~~

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. ~~-~~ These records shall include, but not be limited to: ~~-(Education Code 51748; 5 CCR 11703)~~

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8.
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 8, 2015 Hanford, California

Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava**DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** AR6163.2 Animals at School-CSBA Recommended Revisions**PURPOSE:** Information regarding AR6163.2 Animals at School-CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

Hanford ESD

Administrative Regulation

Animals At School

AR 6163.2

Instruction

Use of Animals for Instructional Purposes

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal.

All animals brought to school must be:

~~1. In in good physical condition and must be appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.~~

~~2. Vaccinated against transmittable diseases~~

~~3. In clean, safe and suitable cages or containers or otherwise appropriately controlled~~

~~Students bringing animals to school must first obtain the consent of the teacher and the parent/guardian.~~

~~Animals shall not be brought to school on school buses without express permission of the principal or designee. Such permission shall not be required for seeing-eye dogs or service dogs needed by students.~~

All animals brought to school shall be adequately fed, effectively controlled, humanely treated, and properly housed in cages or containers suitable for the species. The teacher shall ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner.

The teacher shall ensure that students receive instructions regarding the proper handling of and personal hygiene around animals.

Except for service animals, as defined below, all animals are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

Use of Service Animals by Individuals with Disabilities

For an individual with a disability, service animal means any dog that is individually trained to do work or perform tasks related to the individual's disability and for his/her benefit. For example, for an individual who is blind or has low vision, a service animal would mean a dog that helps him/her with vision, navigation, and other tasks; for an individual who is deaf or hard of hearing, a service animal would mean a dog that alerts him/her to the presence of people or sounds; and for an individual with psychiatric or neurological disabilities, a service animal would mean a dog that assists him/her by preventing or interrupting impulsive or destructive behaviors. (28 CFR 35.104)

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

Pursuant to 28 CFR 35.136, a miniature horse may be permitted as a service animal if the conditions stated in the following paragraph are satisfied. The Superintendent or designee may permit the use of a miniature horse as a service animal when the horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability, provided that: (28 CFR 35.136)

1. The district's facility can accommodate the type, size, and weight of the horse.

2. The individual has sufficient control of the horse.

3. The horse is housebroken.

~~4. Students shall not bring poisonous or wild animals to school. If wildlife specimens are used in a biology class, protective gloves and a face shield shall be worn by anyone handling these specimens and the animals' saliva and neurological tissue shall be treated as infectious. The horse's presence in the specific facility does not compromise legitimate safety requirements of the facility.~~

The Superintendent or designee may ask any individual with a disability to remove his/her service animal from school premises or transportation if the animal is out of control and the individual does not take effective action to control it or the animal is not housebroken. When an individual's service animal is excluded, he/she shall be given an opportunity to participate in the service, program, or activity without having the service animal present. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

~~Animals brought to school by students shall generally be taken home the same day they are brought to school.—~~

~~With the consent of the principal or designee, animals may remain at school longer under the following conditions:~~

- ~~1. The animal shall remain in the classroom only for the number of days needed to achieve the educational goal.~~
- ~~2. The teacher shall provide a plan for the proper care, sanitation, feeding and handling of the animal.~~
- ~~3. The teacher shall be responsible for the animal's care in the event of any school closure and may allow students to take class pets home over weekends.~~
- ~~4. The teacher shall be familiar with any potential dangers caused by the animal and shall give special consideration to any students who have allergies to certain animals.~~

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava**DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017**

ITEM: AR 6163.4-Deleted as recommended by CSBA
BP 6163.4-Revised as recommended by CSBA
E 6163.4-NEW-Student Use of Technology-Acceptable Use Agreement

PURPOSE: Information regarding deletion of AR 6163.4, revision of BP 6163.4,
and NEW Exhibit 6163.4

FISCAL IMPACT: none**RECOMMENDATIONS: Information Only**

Hanford ESD

Board Policy

Student Use Of Technology

BP 6163.4

Instruction

The Governing Board of Trustees intends that technological resources provided by the district be used in a safe and responsible ~~and proper~~ manner in support of the instructional program and for the advancement of student learning. ~~—The Board of Trustees recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables All students to practice skills and to develop reasoning and problem solving abilities. Every effort using these resources shall be made to provide equal access to technology throughout the district's schools and classes receive instruction in their proper and appropriate use.~~

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district ~~computer~~ technology, user obligations and responsibilities, ~~as well as and~~ consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the

district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

On-Line Services/Internet AccessSafety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that ~~blocks or filters Internet~~ protects against access to visual depictions that are obscene, child pornography, or harmful to minors; and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

~~The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. The~~ To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. ~~He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication and to ensure that students do not engage in unauthorized or unlawful online activities.~~

~~Disclosure, use and dissemination of personal identification information regarding students is prohibited.—~~

~~Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.—~~

~~Before using the district's on-line resources, each student and his/her parent/guardian shall receive an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users. They shall~~

~~also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.~~

~~(cf. 6162.6 — Use of Copyrighted Materials)~~

~~In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.~~

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

~~51870-51874 Education technology~~

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, ~~No Child Left Behind Act~~, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's ~~online privacy protection~~ Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION~~ CSBA PUBLICATIONS

~~K-12 Network Technology Planning Guide:— Building the Future, 1995~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES~~

~~1223.94—Acceptable Use of Electronic Information Resources~~

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

WEB SITES

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

American Library Association: <http://www.ala.org>

California ~~Department of Education~~: Coalition for Children's Internet Safety:

<http://www.edecybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 19, 2001

revised: September 20, 2006

Delete

~~Hanford ESD~~

~~Administrative Regulation~~

~~Student Use Of Technology~~

~~AR 6163.4-~~

~~Instruction~~

~~At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites. (Education Code 48980)~~

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

~~The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.~~

~~(cf. 0440—District Technology Plan)~~

~~(cf. 4040—Employee Use of Technology)~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~(cf. 6162.7—Use of Technology in Instruction)~~

~~On-Line/Internet Services:—Conditions and Rules for Use~~

~~Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Acceptable Use Agreement.—~~

~~1.——The student in whose name an on-line services account is issued is responsible for its proper use at all times.——Students shall keep personal account numbers, home addresses, and all telephone numbers private.——Students will not have access to electronic mail, chat room, or other forms of direct electronic communication through the Internet.~~

~~Students shall not disclose, use, or disseminate personal identification information about themselves or others when using on-line services. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.~~

~~Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.~~

~~2.——Students shall use the district's system responsibly and primarily for purposes related to—~~

~~educational objectives of the district. Commercial, political and/or personal use unrelated to an educational purpose is prohibited.~~

~~3. The district reserves the right to monitor the system for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be reviewed by district officials to ensure proper use of the system.~~

~~(cf. 5145.12—Search and Seizure)~~

~~4. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges, disciplinary action and or legal action in accordance with law and Board Policy.~~

~~5. Students shall not access, post, submit, publish or display harmful or inappropriate matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.~~

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

~~(cf. 5145.7—Sexual Harassment)~~

~~(cf. 5145.9—Hate Motivated Behavior)~~

~~Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)~~

~~6. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.~~

~~(cf. 3513.3—Tobacco-Free Schools)~~

~~7. Copyrighted material may not be placed on the district's computer system without the author's permission. Students shall not violate copyright laws or plagiarize documents. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.~~

~~(cf. 6162.6—Use of Copyrighted Materials)~~

~~8. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."~~

~~(cf. 5131.5—Vandalism, Theft and Graffiti)~~

~~9. Vandalism will result in the cancellation of user privileges. Vandalism includes the~~

~~intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.~~

~~(cf. 5131.5—Vandalism, Theft and Graffiti)~~

~~10.——Students shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.~~

~~11.——Students shall report any security problem or misuse of the services to the teacher or principal.~~

~~The principal or designee shall make all decisions regarding whether or not a user has violated Board policy or the district's Acceptable Use Agreement.——The decision of the principal or designee shall be final.——Inappropriate use may result in cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law and Board policy.~~

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

~~Regulation——HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001——Hanford, California
revised: September 20, 2006~~

Hanford ESD

Student Use of Technology

E 6163.4

Instruction

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

Note: The following Exhibit presents a sample Acceptable Use Agreement outlining obligations and responsibilities of students using the district's technological resources. The district is encouraged to consult legal counsel in the development of such an agreement. Districts using an Acceptable Use Agreement should require students and their parents/guardians to sign the agreement as an acknowledgment that they have read and understood its contents; see the accompanying Board policy.

Note: For a sample Acceptable Use Agreement for employees, see E 4040 - Employee Use of Technology.

The Hanford Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in

most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____
(Please print)

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)

Signature: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**FROM: **Jill Rubalcava**DATE: **September 4, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **September 13, 2017****ITEM:** AR/BP 6182-Deleted- recommended by CSBA and aligned to current practice in HESD**PURPOSE:** Information regarding deletion of AR/BP 6182**FISCAL IMPACT:** none**RECOMMENDATIONS:** Information Only

Hanford ESD

Board Policy

Opportunity School Class Program

~~BP 6182-~~

Instruction

~~The Board of Trustees shall maintain an opportunity school, class or program to assist students who are, in need of assistance in improving grades, attendance, study habits, or attitude. The purpose of the opportunity school, class or program shall be to help such students resolve their problems in order to be maintained in regular classes or returned to regular classes or schools as soon as practicable.~~

~~(cf. 0420.3—School Based Student Motivation and Maintenance Program)~~

~~(cf. 5113—Absences and Excuses)~~

~~(cf. 5113.1—Truancy)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

~~(cf. 5147—Dropout Prevention)~~

~~(cf. 5149—At Risk Students)~~

~~(cf. 6181—Alternative Schools)~~

~~(cf. 6184—Continuation Education)~~

~~Students in grades 4 through 8 may be voluntarily or involuntarily assigned to an opportunity school, class or program in accordance with law.~~

~~The opportunity school, class or program shall provide instruction and services designed to meet the needs of enrolled students.~~

~~(cf. 1020—Youth Services)~~

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

~~(cf. 6164.5—Student Study Teams)~~

Legal Reference:

EDUCATION CODE

~~48630-48641—Opportunity schools, classes and programs~~

~~48643-48644.5—Reimbursement for opportunity school students in grades 7-9~~

~~60850-60856—High school exit examination~~

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~
adopted: ~~May 16, 2001 Hanford, California~~
revised: ~~June 18, 2003~~

~~Hanford ESD~~

~~Administrative Regulation~~

~~Opportunity School Class Program~~

~~AR 6182—~~
Instruction

~~Students may be voluntarily or involuntarily assigned to an opportunity school, class or program.~~

~~Involuntary Assignments~~

~~Involuntary assignments to Opportunity Class may be recommended by a school committee which includes, but is not necessarily limited to, the following members: (Education Code 48637.2)~~

- ~~1. A district representative who is familiar with the student's progress~~
- ~~2. A representative of the opportunity school, class or program~~
- ~~3. The student's parent/guardian, at the parent/guardian's option~~

~~Involuntary assignments shall be based upon the following criteria:~~

- ~~1. Student has failing grades in academic areas or below standards~~
- ~~2. Student has excessive unexcused absences~~
- ~~3. Student has received citations for minor infractions~~
- ~~4. Student lacks a peer group or school involvement~~

~~The parent/guardian may designate a representative such as a counselor, social worker or other community member to attend the committee meeting. (Education Code 48637.2)~~

~~Before assigning a student to an opportunity school, class or program, the student and his/her parent/guardian shall be notified in writing of the intended assignment. Insofar practicable, the notice shall be in the parent/guardian's primary language and shall request the parent/guardian to respond within 10 days. If the parent/guardian does not respond, the Superintendent or designee shall make a reasonable effort to contact him/her by telephone to directly communicate the information contained in the written notice. (Education Code 48637.1)~~

~~(cf. 5145.6 Parental Notifications)~~

~~Voluntary Assignments~~

~~Voluntary assignments to Opportunity Class may be requested by the parent/guardian of a student who is need of improving grades or for other mitigating circumstances. All voluntary assignments must be approved by the Superintendent or designee. Prior to a voluntary transfer, the parent/guardian and pupil shall meet with the Superintendent or designee to discuss the reasons for the request.~~

~~At the end of each trimester, a review shall be conducted to examine the progress of each student assigned to an opportunity school, class or program and to determine whether the student would benefit by returning to regular school or classes. A representative of the opportunity school, class or program who is familiar with the student's progress shall participate in the review, as shall the student's parent/guardian if he/she so desires. (Education Code 48637.3)~~

~~If a student is insubordinate or disorderly while assigned to an opportunity school, class or program, the principal may recommend expulsion in accordance with HESD Student Discipline policies.~~

~~(cf. 5113—Absences and Excuses)~~

~~(cf. 5113.1—Truancy)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

~~revised:—June 18, 2003~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
BP/AR 3270 – Sale And Disposal Of Books, Equipment And Supplies

PURPOSE:

The attached Board Policy and Administrative Regulation is being revised to remove some optional language and renumber some legal citations.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3270 – Sale And Disposal Of Books, Equipment And Supplies

Hanford ESD

Board Policy

Sale And Disposal Of Books, Equipment And Supplies

BP 3270

Business and Noninstructional Operations

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

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

(cf. 9323.2 - Actions by the Board)

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

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

1. Contain information rendered inaccurate or incomplete by new research or technologies

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

3. Are damaged beyond use or repair

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. ~~6011 - Academic Standards~~ 6161.1 - Selection and Evaluation of Instructional Materials)

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

(cf. 6143 - Courses of Study)

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

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (~~234~~ CFR 200.31380.32)

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

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

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

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

~~UNITED STATES CODE, TITLE 40~~

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 234

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

80.32-80.33 Equipment and supplies acquired under a grant or subgrant

School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 13, 2016

revised:

Hanford ESD

Administrative Regulation

Sale And Disposal Of Books, Equipment And Supplies

AR 3270

Business and Noninstructional Operations

Instructional Materials

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

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

(cf. 0440 - District Technology Plan)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

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

(cf. 9323 - Meeting Conduct)

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

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

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

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (~~234~~ CFR ~~200.31380.32~~)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (~~234~~ CFR ~~200.313, 200.31480.32-80.33~~)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (~~234~~ CFR ~~200.31380.32~~)

Other Personal Property

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

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

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

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

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

(cf. 3100 - Budget)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: January 15, 1997 Hanford, California

revised: May 16, 2001

revised: April 13, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Receive the following Administrative Regulation for information:
AR 3440 – Inventories

PURPOSE:

The attached Administrative Regulation is being revised to include the annual requirement to submit an inventory listing to the federal grantor and renumber some legal citations.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Administrative Regulation at the next board meeting:
AR 3440 – Inventories

Hanford ESD

Administrative Regulation

Inventories

AR 3440

Business and Noninstructional Operations

In order to provide for the proper tracking and control ~~and conservation~~ of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$500_ (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost ~~per unit~~ of ~~\$5005,000~~ or more per unit ~~(34 CFR 80.3)~~

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

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3512 - Equipment)

In addition, the Superintendent or designee ~~may~~ shall maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The ~~an~~ inventory shall contain a record of the ~~of all property~~. The following information: ~~must be recorded~~ (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification ~~Name of titleholder~~
3. ~~Serial~~ number ~~or other identification number~~
4. ~~_____~~
3. Original cost ~~Cost~~ of the item of equipment or property (a reasonable estimate ~~may be used~~ if the original cost is unknown)
4. Date of acquisition

5. ~~Acquisition date~~

6. ~~Location of use~~

6. ~~The 7. Any ultimate disposition data including the date and method of disposal and sale price~~

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

In addition to the information specified in items #1-6 above, the following information shall ~~must also~~ be recorded for equipment items acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2:—(34 CFR 200.31380.32)

1. Source of the property (funding source)

~~2. Use and condition of property~~

2. Titleholder

3. Percentage of federal participation in the cost of the property

4. Use and condition of property

5. Sale price of the property upon disposition and method used to determine current fair market value

(cf. 3230 - Federal Grant Funds)

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

(cf. 3580 - District Records)

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (~~234~~ CFR ~~200.31380.32~~)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

~~Each school shall maintain a copy of its inventory and provide a copy of this inventory to the district office. Copies of all district inventories shall be kept at the district office.~~

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

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

~~16022-16023~~ Classification of~~Class 1—Permanent~~ records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-~~2414 2474~~ Carl D. Perkins Career and Technical~~Vocational~~ Education Act

CODE OF FEDERAL REGULATIONS, TITLE ~~234~~

200.0-200.521 Federal uniform grant guidance

~~80.1-80.52 Uniform administration requirements for grants to state and local governments~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~OFFICE OF MANAGEMENT AND BUDGET~~

~~Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, May 17, 1995—~~

Regulation HANFORD ELEMENTRY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Receive the following Administrative Regulation for information:

AR 3460 – Financial Reports And Accountability

PURPOSE:

Regulation updated to add general language on the need to audit federal grant funds, while deleting detailed material regarding the submission of records related to the audit of federal funds, now addressed in AR 3230 - Federal Grant Funds. Section on "Other Postemployment Benefits Report" updated to reflect Governmental Accounting Standards Board (GASB) Statement 75, which supersedes GASB Statement 45 for fiscal years beginning after June 15, 2017, although earlier implementation is encouraged. Revisions reflect the requirements to report the total unfunded liability for OPEBs and to perform an actuarial valuation every two years regardless of the number of members in the OPEB plan, although an alternative method is still allowed for plans with fewer than 100 members.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

AR 3460 – Financial Reports And Accountability

Hanford ESD

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board of Trustees to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

~~When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program specific audit guide. (31 USC 7502)~~

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay

the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report ~~(GASB 45)~~

In accordance with GASB Statement ~~7545~~, the district's financial statements shall report the ~~annual~~ expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The ~~amount of the~~ district's financial obligation for OPEBs shall be reevaluated every two ~~or three~~ years in accordance with GASB ~~7545 depending on the number of members in the OPEB plan.~~

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 11, 2013

revised: November 18, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/13/2017

ITEM:

Receive the following Administrative Regulation for information:
AR 3512 – Equipment

PURPOSE:

The attached Administrative Regulation is being revised to reference new board policy and renumber some legal citations.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Administrative Regulation at the next board meeting:
AR 3512 – Equipment

Hanford ESD

Administrative Regulation

Equipment

AR 3512

Business and Noninstructional Operations

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)
 (cf. 3515.4 - Recovery for Property Loss or Damage)
 (cf. 3540 - Transportation)
 (cf. 3551 - Food Service Operations/Cafeteria Fund)
 (cf. 4040 - Employee Use of Technology)
 (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
~~(cf. 5142 - Safety)~~
 (cf. 5144 - Discipline)
 (cf. 6000 - Concepts and Roles)
 (cf. 6163.4 - Student Use of Technology)

~~The district shall provide comparable basic equipment and supplies for all classes. When~~ (cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)
 (cf. 1330 - Use of School Facilities)
~~(cf. 6171 - Title I Programs)~~

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

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

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

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or ~~234~~ CFR ~~200.31380.32~~, as applicable.

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

Equipment Acquired with Federal Funds

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (~~2~~ CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (~~2~~ CFR 200.313; ~~5~~ CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (~~2~~(~~34~~ CFR ~~200.31380.32~~))

(cf. 3530 - Risk Management/Insurance)

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

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (~~2~~(~~34~~ CFR ~~200.31380.32~~))

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

Legal Reference:
EDUCATION CODE

17540-17542 _Sale or lease of personal property by one district to another
 17545-17555 _Sale of personal property
 17605 _Delegation of authority to purchase supplies and equipment
 35160 _Authority of governing boards
 35168 _Inventory of equipment
 64000-64001 _Consolidated application process
 CODE OF REGULATIONS, TITLE 5
 3946_ Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds
 4424 Comparability of services ~~16023 Class 1 – Permanent records~~
16023 Class 1 - Permanent records
 UNITED STATES CODE, TITLE 20
 6321 _Fiscal requirements
 CODE OF FEDERAL REGULATIONS, TITLE ~~23~~4
200.0-200.521 Federal uniform grant guidance
~~80.1-80.52 Uniform administration requirements for grants to state and local governments~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Accounting Manual

WEB SITES

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 13, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 5, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Receive recommended revisions to Board Policy & Administrative Regulation 5141 – Health Care and Emergencies

PURPOSE: The following Board Policy & Administrative Regulation reflect minor changes to the policies and procedures to align them with new recommended changes per CSBA.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Health Care And Emergencies

BP 5141
Students

The Governing Board ~~of Trustees~~ recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142 - Safety)

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when ~~student~~ accidents and injuries to students occur and that parents/guardians are notified as appropriate.

(cf. 3530 - Risk Management/Insurance)
(cf. 5143 - Insurance)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

Resuscitation "Do Not Resuscitate" Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders ~~unless they have been informed by~~ except under the specific written direction of the Superintendent or designee ~~that the request to accept such an order has been submitted to the. The Superintendent or designee, signed by the~~ may only direct a staff member to follow a "do not resuscitate" order if he/she has received a written parent/guardian, and supported by a written authorization, with an authorized health care provider statement from the student's physician, and an order ~~from~~ of an appropriate court.

The Superintendent or designee shall ensure that ~~all~~ parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49417 Automated external ~~defibrillators~~defibrillators

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CIVIL CODE

1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE

6550-6552 Caregivers

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillators, immunity from civil liability

1797.200 Emergency medical services agency

1799.102_ Personal liability immunity

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

CODE OF REGULATIONS, TITLE 22

100031-~~10043~~100042 Automated external defibrillators

Management Resources:

WEB SITES

American Heart Association: <http://www.americanheart.org>American Red Cross: <http://www.redcross.org>California Department of Health Care Services: <http://www.dhcs.ca.gov>~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~~~adopted:— May 16, 2001 Hanford, California~~~~revised:— May 26, 2005~~~~revised:— April 8, 2015~~~~approved:— April 22, 2015 (3/05 11/05) 12/15~~~~revised:— September 13, 2017~~

Hanford ESD

Administrative Regulation

Health Care And Emergencies

AR 5141
Students

Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address, if applicable
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

(cf. 5021 - Noncustodial Parents)

~~(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)~~

~~(cf. 5142 - Safety)~~

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, the principal or designee shall contact the parent/guardian or other person identified on the emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

A person who has filed with the district a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the district receives notice ~~from the caregiver~~ that the minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

(cf. 5111.1 - District Residency)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — March 19, 1997 — Hanford, California~~
~~revised: — May 16, 2001~~
~~revised: — May 26, 2005~~
~~revised: — April 8, 2015~~
~~revised: — April 22, 2015~~ Automated External Defibrillators
~~revised: — September 13, 2017~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 5, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Receive recommended revisions to Board Policy & Administrative Regulation 6159.1 – Procedural Safeguards and Complaints for Special Education

PURPOSE: The following Board Policy & Administrative Regulation reflect minor changes to the policies and procedures to align them with new recommended changes per CSBA.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Procedural Safeguards And Complaints For Special Education

BP 6159.1

Instruction

~~Procedural Safeguards/Due Process Hearings~~

~~In order~~

The Governing Board desires to protect the rights of students with disabilities; in accordance with the ~~district shall follow all~~ procedural safeguards ~~as~~ set forth in state and federal law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.

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

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

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

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

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

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

The Superintendent or designee shall represent the district in any due process hearing conducted with regard to district students and shall inform the Board ~~of Trustees~~ about the ~~results~~ result of the hearing.

~~Complaints~~

The Superintendent or designee shall address a complaint concerning compliance with state or federal law regarding special education ~~shall be addressed~~ in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

56000 Education for individuals with disabilities

56001 Provision of the special education programs
 56020-56035 Definitions
 56195.7 Written agreements
 56195.8 Adoption of policies for programs and services
 56300-56385 Identification and referral, assessment
 56440-56447.1 Programs for individuals between the ages of three and five years
 56500-56509 Procedural safeguards, including due process rights
 56600-56606 Evaluation, audits and information
 CODE OF REGULATIONS, TITLE 5
 3000-3100 Regulations governing special education
 4600-4671 Uniform complaint procedures
 UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act
 1400-1482 Individuals with Disabilities Education Act
 UNITED STATES CODE, TITLE 29
 794 Section 504 of the Rehabilitation Act
 UNITED STATES CODE, TITLE 42
 11434 Homeless assistance
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.10-99.22 Inspection, review and procedures for amending education records
 104.36 Procedural safeguards
 300.1-300.818 Assistance to states for the education of students with disabilities, especially:
 300.500-300.520 Procedural safeguards and due process for parents and students
 COURT DECISIONS
 Winkelman v. Parma City School District, (2007) 550 U.S. 516_

Management Resources:

FEDERAL REGISTER

Final Regulations, December 1, 2008, Vol. 73, No. 231, pages 73006-73029

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep>

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

~~revised:—September 5, 2007(6/98 11/06) 3/09~~

revised: September 13, 2017

Hanford ESD

Administrative Regulation

Procedural Safeguards And Complaints For Special Education

AR 6159.1

Instruction

Prior Written Notice

The Superintendent or designee shall send to the parents/guardians of any student with disabilities a prior written notice within a reasonable time ~~before~~: (20 USC 1415(c); 34 CFR 300.102, 300.300, 300.503; Education Code 56500.4, 56500.5)

1. ~~The~~Before the district initially refers the student for assessment
2. ~~The~~Before the district proposes to initiate or change the student's identification, assessment, educational placement, or the provision of a free appropriate public education (FAPE) to the student
3. ~~The~~Before the district refuses to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
4. ~~The~~Before the student graduates from high school with a regular diploma thus resulting in a change in placement
5. Upon receipt of the parent/guardian's written revocation of consent for the continued provision of special education and related services to his/her child

This notice shall include: (20 USC 1415(c); 34 CFR 300.503; Education Code 56500.4)

1. A description of the action proposed or refused by the district
2. An explanation as to why the district proposes or refuses to take the action
3. A description of ~~any other options that the individualized education program (IEP) team considered and why those options were rejected~~
4. ~~A description of~~ each assessment procedure, test, record, or report the district used as a basis for the proposed or refused action
5. ~~A description of any other factors relevant to the district's proposal or refusal~~
6. A statement that the parents/guardians of the student have protection under procedural

safeguards and, if this notice is not an initial referral for assessment, the means by which a copy of the description of procedural safeguards can be obtained

~~75.~~ Sources for parents/guardians to obtain assistance in understanding these provisions

~~6. A description of any other options that the individualized education program (IEP) team considered and why those options were rejected~~

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

7. A description of any other factors relevant to the district's proposal or refusal

(cf. 5145.6 - Parental Notifications)

Procedural Safeguards Notice

A procedural safeguards notice shall be made available to parents/guardians of students with ~~a-~~ ~~disability~~~~disabilities~~ once ~~a~~~~each~~ school year and: (20 USC 1415(d)(1); 34 CFR 300.504; Education Code 56301)-

1. Upon initial referral or parent/guardian request for assessment-

2. Upon receipt of the first state compliance complaint ~~and upon receipt of the first due-~~ ~~process complaint~~ in a school year-

(cf. 1312.3 - Uniform Complaint Procedures)

~~33. Upon receipt of the first due process hearing request in a school year~~

4. In accordance with the discipline procedures pursuant to 34 CFR 300.530(h), when a decision is made to remove a student because of a violation of a code of conduct ~~which-~~ ~~constitutes~~constituting a change of placement

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

~~(cf. 5144.1—Suspension and Expulsion/Due Process (Students with Disabilities))~~

~~45.~~ Upon request by a parent/guardian

The procedural safeguards notice shall include a full explanation of all of the procedural safeguards available under 34 CFR 300.148, 300.151-300.153, 300.300, 300.502-300.503, 300.505-300.518, 300.520, 300.530-300.536, and 300.610-300.625 relating to: (20 USC 1415(d)(2); 34 CFR 300.504; Education Code 56301)

1. Independent educational evaluation

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

2. Prior written notice

~~3. Parental consent~~

3. Parental consent, including a parent/guardian's right to revoke consent, in writing, to his/her child's continued receipt of special education and related services

4. Access to educational records

(cf. 5125 - Student Records)

5. Opportunity to present complaints and resolve complaints through the due process complaint and state compliance complaint procedures, including the time period in which to file a complaint, the opportunity for the district to resolve the complaint, and the difference between a due process complaint and the state compliance complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures

6. The availability of mediation

7. The student's placement during the pendency of any due process complaint

8. Procedures for students who are subject to placement in an interim alternative educational setting

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

9. Requirements for unilateral placement by parents/guardians of students in private schools at public expense

10. Hearings on due process complaints, including requirements for disclosure of assessment results and recommendations

11. State-level appeals

12. Civil actions, including the time period in which to file those actions

13. Attorney's fees

This notice shall also include the rights and procedures contained in Education Code 56500-56509, including information on the procedures for requesting an informal meeting, prehearing mediation conference, mediation conference, or due process hearing; the timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; ~~and~~ the right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341-; and

information regarding the state special schools for students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. (Education Code 56321, 56321.5, ~~56321.6~~)

A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting. (Education Code 56321, 56321.5)

Format of Parent/Guardian Notices

The parents/guardians of a student with a disability shall be provided written notice of their rights in a language easily understood by the general public and in their native language or other mode of communication used by them, unless to do so is clearly not feasible. ~~The notice shall include, but not be limited to, those rights prescribed by Education Code 56341.~~ (34 CFR 300.503; Education Code 56341, 56506;)

If the native language or other mode of communication of the parent/guardian is not a written language, the district shall take steps to ensure that: (34 CFR 300.503)

1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication.
2. The parent/guardian understands the contents of the notice.
3. There is written evidence that items #1 and #2 have been satisfied.

The district may place a copy of the procedural safeguards notice on the district's web site. (20 USC 1415(d))

A parent/guardian of a student with disabilities may elect to receive the prior written notice or procedural safeguards notice by an electronic mail communication. (34 CFR 300.505)

Due Process Complaints-

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (20 USC 1415(b); Education Code 56501)

1. There is a proposal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
3. The parent/guardian refuses to consent to an assessment of his/her child.
4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.148 ~~(formerly 300.403).~~

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (20 USC 1415(b); 34 CFR 300.508; Education Code 56502)

1. The student's name
2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student-

(cf. 6173 - Education for Homeless Children)

3. The name of the school the student attends
4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem
5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)

District's Response to Due Process Complaints

If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(c)(1); 34 CFR 300.508)

If the district has not sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint specifying containing: (20 USC 1415(c)(1); 34 CFR 300.508):

1. An explanation of why the district proposed or refused to take the action raised in the complaint
2. A description of other options that the IEP team considered and the reasons that those options were rejected

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

3. A description of each evaluation procedure, assessment, record, or report the district used as the basis for the proposed or refused action

4. A description of the factors that are relevant to the district's proposal or refusal

~~If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt, send a response specifically addressing the issues in the complaint. (20 USC 1415(e)(1); 34 CFR 300.508)~~

~~Parties filing a due process complaint shall file their request with the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)~~

Upon the filing of a due process complaint by either party or upon request of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

Informal Process/Pre-Hearing Mediation Conference

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, ~~or~~ education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s). In addition, either party may file a request with the Superintendent of Public Instruction for a mediation conference to be conducted by a person under contract with the California Department of Education. (Education Code 56502)

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — April 21, 2004 Hanford, California~~
~~revised: — May 26, 2005~~
~~revised: — September 5, 2007(3/05 11/06) 3/09~~
revised: — September 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 5, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Receive recommendation that this Administrative Regulation 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School be added to the policy

PURPOSE: The following Administrative Regulation clarifies the process by which the District works with parentally enrolled students attending private schools, the funding mechanisms, the responsibility for child find, the assessment process and FAPE.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Administrative Regulation

Children With Disabilities Enrolled By Their Parents In Private School

AR 6164.41

Instruction

Definitions

Parentally placed private school children with disabilities means children with disabilities who are voluntarily enrolled by their parents/guardians in a private school or facility within district boundaries, including children who are attending a private school or facility within district boundaries but who reside in another district or state. (34 CFR 300.130, 300.131)

Private school or facility means a private full-time day school, including a religious school, located within district boundaries, that has filed an affidavit with the California Department of Education pursuant to Education Code 33190 and is registered in the California Private School Directory.

Consultation with Private School Representatives

The Superintendent or designee shall consult with all private school representatives and representatives of parents/guardians of parentally placed private school children with disabilities during the design and development of equitable services for the children. In order to ensure a meaningful and timely consultation, the consultation shall include: (20 USC 1412(a)(3); 34 CFR 300.134; Education Code 56301)

1. The child find process and how parentally placed private school children suspected of having a disability can participate equitably
2. How parents/guardians, teachers, and private school officials will be informed of the child find process
3. The determination of the proportionate share of federal funds available to serve parentally placed private school children with disabilities and how this share is calculated
4. How the consultation process will operate throughout the school year to ensure that identified children can meaningfully participate in equitable services
5. How, where, and by whom equitable services will be provided including a discussion about the types of services, alternate service delivery mechanisms, how services will be apportioned if funds are insufficient to serve all of the identified children, and how and when those decisions will be made
6. In the event that the district and private school disagree on the provision of or the types of

services, how the district will provide the private school officials with a written explanation of the reasons that the district chose to not provide the services

When meaningful and timely consultation has occurred, the district shall obtain a written affirmation signed by the representatives of participating private schools. If the private school representatives do not provide the affirmation within a reasonable period of time, the district shall forward documentation of the consultation process to the California Department of Education. (34 CFR 300.135; Education Code 56172)

After the consultation has occurred, the district shall ensure an annual count of the number of parentally placed children with disabilities attending private schools located within the district. This count shall be conducted between October 1 and December 1 each year and shall be used to determine the amount the district must spend on providing equitable services to the children in the subsequent fiscal year. (34 CFR 300.133)

Provision of Services

A child with a disability parentally placed in a private school has no individual right to receive some or all of the special education and related services that he/she would receive if enrolled in public school. Such a child may receive a different amount of services than students with disabilities in public schools. (34 CFR 300.137, 300.138)

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

The district shall evaluate all identified parentally placed private school children with disabilities for purposes of considering them for equitable services. This evaluation shall be conducted in accordance with the timelines and procedures for evaluating public school students with disabilities pursuant to 34 CFR 300.300-300.311, including providing the parent/guardian with a copy of the procedural safeguards notice. (34 CFR 300.131, 300.504)

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

In order to ensure that each child entitled to special education and related services from the district receives an offer of a free appropriate public education (FAPE), the district where the child resides shall develop an individualized education program (IEP) for each identified child who attends a private school located in the district and who resides in the district.

However, the district shall not develop an IEP if the parent/guardian makes clear his/her intention to keep the child enrolled in private school. In such situations, the district shall obtain written certification confirming the parent/guardian's intention to keep his/her child enrolled in private school, including the fact that he/she is not interested in the development of an IEP or the district's offer of FAPE. If the parent/guardian does not provide confirmation in writing, the district shall obtain oral confirmation of the parent/guardian's intention and confirm the conversation in writing.

If the child resides in a different district, then this district and the district of residence shall work

together to ensure that the parent/guardian receives an offer of FAPE in accordance with law.

The district shall develop and implement an individual service plan (ISP) for each identified private school child with a disability that describes the equitable services that the district will provide, as agreed to by the district and private school representatives during the consultation process. (34 CFR 300.138)

The ISP shall be developed, reviewed, and revised consistent with 34 CFR 300.121-300.324. A representative of the private school shall be invited to attend each ISP team meeting. If the representative cannot attend the meeting, the district shall use other methods to ensure the representative's participation, including individual or conference calls. (34 CFR 300.137, 300.138)

(cf. 6159 - Individualized Education Program)

The district may provide services on the private school premises, including a religious school, to the extent consistent with law. The services shall be provided by personnel meeting the same standards as personnel providing services in the public school. The personnel shall either be district employees or contractors of the district. (34 CFR 300.138, 300.139)

The district shall offer transportation to the child if services are provided on a site other than the child's school and the ISP team determines that transportation is necessary for the child to benefit from or participate in the services provided in the ISP. Depending on the timing of the services, the district shall provide transportation from the child's school or home to the service site and from the service site to the child's school or home. (34 CFR 300.139)

The district may place equipment and supplies in a private school for the period of time necessary to provide the services pursuant to the ISP. All such equipment shall remain the property of the district and must be able to be removed without causing damage to the private school. The district shall remove the equipment when no longer required by the child, when the child no longer attends the private school, or when removal is necessary to prevent unauthorized use. (34 CFR 300.144)

reviewed: September 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: August 29, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Consider adopting Resolution #6-18: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the August 9, 2017 meeting due to illness.

FISCAL IMPACT: Not to exceed \$250.

RECOMMENDATIONS: Adopt Resolution #6-18.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 6-18
Board of Trustees
Hanford Elementary School District**

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

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

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

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held August 9, 2017 due to:
 - ☐ performing services outside the meeting for the school district
 - ☒ illness
 - ☐ jury duty
 - ☐ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 13th day of September, 2017 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert "Bobby" Garcia, President

Jeff Garner, Vice-President

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

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

I was absent from the Board meeting conducted on August 9, 2017.

☐ I am not requesting compensation for the meeting.

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

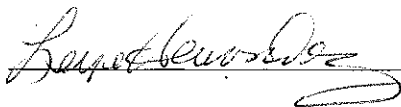
☐ Performing designated service for the district.

☒ Illness.

☐ Jury Duty.

☐ Hardship (please specify) _____

Board Member Name: Lupe Hernandez

Board Member Signature:  Date: 8-23-17

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava 

DATE: August 28, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Consider adoption of Resolution 1-18 pertaining to the sufficiency of instructional materials.

PURPOSE: An annual public hearing is held to review district standards on instructional materials as they relate to Education Code Section 60119 which states, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home" in the core subject areas of reading/language arts, mathematics, science, and history-social science. Furthermore, these materials are aligned with the standards and cycles of the curriculum frameworks adopted by the state board. Once sufficiency has been determined, it requires that Board adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in the core subject areas.

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt Resolution 1-18

RESOLUTION NO. 1-18BEFORE THE BOARD OF TRUSTEES
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT**In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the governing board of Hanford Elementary School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on Wednesday, September 13, 2017 at 6:00 o'clock p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Hanford Elementary School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics – 2014 Adoption:
 - McGraw-Hill (Transitional Kindergarten)
 - Pearson (Grades K – 5)
 - Big Ideas (Grades 6 & 7)
 - College Preparatory Math (Grade 8)
- Science – 2006 Adoption:
 - McGraw-Hill (Grades K – 6)
 - CPO (Grades 7 & 8)
- History-social science – 2005 Adoption
 - Houghton Mifflin (Grades K – 6)
 - Holt (Grades 7 & 8)
- English/language arts – 2014 Adoption:
 - Houghton Mifflin Harcourt (Grade TK)
- English/language arts – 2016 Adoption:
 - Houghton Mifflin Harcourt (Grades K – 1)
 - Benchmark Advance (Grades 2 – 6)
 - Houghton Mifflin Harcourt (Grades 7 & 8)

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2017-2018 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 13th day of September 2017 at a regular meeting of the governing board by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing Resolution was duly introduced, passed and adopted by the governing board at a regularly called and conducted meeting on said date.

Robert "Bobby" Garcia
President, Board of Trustees
Hanford Elementary School District

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **August 16, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **September 13th, 2017****ITEM:** Consider approval of a Memorandum of Understanding (MOU) with the Sinclair Research Group.**PURPOSE:** The Sinclair Research Group will provide the HESD Induction Program a complete program evaluation of the General Education and Education Specialist Teacher Induction programs for the 2017-2018 academic year. All services align with the Commission on Teacher Credentialing (CTC) accreditation process. All tools, analysis, and reports are aligned to the state Common Standards for Induction and the HESD Program Standards for Induction.**FISCAL IMPACT:** \$10,500**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM**TO: Joy C. Gabler****FROM: Jill Rubalcava****DATE: August 16, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 13th, 2017**

ITEM: Consultant Contract with CPM Educational Program for Custom Professional Development including 12 days of planning and in class coaching.


PURPOSE: To provide individualized professional development for teachers utilizing CPM resources in their math instruction.,

FISCAL IMPACT: \$9,000**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Dr. Cruz Sanchez-Leal, MLK 

DATE: August 18, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 13, 2017

ITEM: Consider approval of consultant contract with Tulare County Office of Education to provide 15 ELA professional development sessions for MLK K-6 teachers.

PURPOSE: Professional development training over fifteen sessions (9/12/17, 9/14/17, 9/25/17, 9/26/17, 10/23/17, 10/24/17, 1/11/18, 1/12/18, 1/22/18, 1/26/18, 2/5/18, 3/8/18, 3/9/18, 4/23/18 and 4/24/18).

Topics include: Depth of Knowledge and 21st Century Skills
Instructional Shifts and Close Reading Overview
Selecting Complex Texts
Close Reading Lesson Demonstrations
Close Reading Lesson Planning and Design

FISCAL IMPACT: \$20,700 from MLK School Wide Program (SWP) funds.

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Donnie Arakelian

DATE: August 21, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 13, 2017****ITEM:** Consultant Contract with Kings County Sports Officials (Grades 4-6)

PURPOSE: Request permission to once again have Kings County Sports Officials supply referees and umpires (flag football, girls' softball, and basketball) for HESD's Grades 4-6 after-school sports program during the 2017-18 school year.

FISCAL IMPACT: \$5,500**RECOMMENDATIONS:** Approve

This contract is entered into on August 21, ,20 17 , between the Hanford Elementary School District and Kings County Sports Officials - (Rod Lawrence) (Consultant).

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

Provide referees/umpires during the 2017-18 year for Grades 4-6 flag football, girls' softball, and boys'/girls' basketball.

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

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

The Hanford Elementary School District agrees to pay Kings County Sports Officials
the sum of Five thousand, five hundred Dollars (\$ 5,500.00) for such services.

Consultant Signature		Rod Lawrence	
1066 Lassen Drive		Consultant Name	
Consultant's Address		Hanford,	CA 93230
		City	State Zip Code
Social Security Number/Tax I.D.			

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0332-0-1135-4000-580009-057-0000

Board Approved:

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

ADM-009
Revised 8/03

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Donnie Arakelian

DATE: August 21, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 13, 2017****ITEM:** Consultant Contract with Sports Officiating Services (junior high sports)

PURPOSE: Request permission to once again have SOS (Sports Officiating Services) supply CIF referees and umpires (girls' volleyball, flag football, basketball, soccer, wrestling, baseball, and softball) for 2017-18 John F. Kennedy and Woodrow Wilson home sports contests.

FISCAL IMPACT: \$16,000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 21, 20 17, between the Hanford Elementary School District and Sports Officiating Services (Consultant).

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

Sports Officiating Services (SOS) will furnish volleyball, flag football, basketball, soccer, wrestling, baseball, and softball officials used at JFK and Woodrow Wilson junior high schools' home athletic contests during the 2017-18 year.

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

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

The Hanford Elementary School District agrees to pay Sports Officiating Services the sum of Sixteen thousand Dollars (\$ 16,000.00) for such services.

<u>Consultant Signature</u>	<u>Harry Kargenian</u>		
	Consultant Name		
<u>1158 North Gem Street</u>	<u>Tulare,</u>	<u>CA</u>	<u>93274</u>
Consultant's Address	City	State	Zip Code
<u>Social Security Number/Tax I.D.</u>			

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0332-0-1135-4000-580009-057-0000

Board Approved: _____

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

ADM-009
Revised 8/03

<p>DISTRICT USE: SUBJECT TO MONTOYA SCHOOL SAFETY ACT?</p> <p>YES / NO (CIRCLE ONE)</p>
--

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: September 12, 2017

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

Date you wish to have your item considered: September 13, 2017

ITEM: Consultant Contract with Phyllis Hostmeyer for Custom Professional Development

PURPOSE: To provide professional development to HESD junior high ELD teachers and 3rd-6th grade teachers providing Title III Tutoring to English Learners from district elementary schools. The focus will be on teaching language and sentence structures to improve English Learners' English writing proficiency. For grades 5th-6th, storytelling will be an additional focus to improve English Learners English oral proficiency.

FISCAL IMPACT: \$6,000**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 08/24/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/13/17

ITEM: Receive the following revised Board Bylaw and new Exhibit for information:

- BB & new E 9270 – Conflict of Interest

PURPOSE: The following Board Bylaw reflects changes (see underlined and strikeouts) along with the addition of a new Exhibit that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

The Bylaw has been reorganized and updated to reflect the requirement to submit the conflict of interest code to the code reviewing body (i.e., county board of supervisors or Fair Political Practices Commission, as appropriate) by the deadline established by the code reviewing body. Additionally, the “rule of necessity” was merged into the section “Conflict of Interest under the Political Reform Act,” and detailed information was provided giving examples of noninterests and exceptions to the gift limitation.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

~~The Governing Board of Trustees~~ desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. ~~In accordance with law, Accordingly, no~~ Board ~~members and member,~~ district employee, or other person in a designated ~~employees position~~ shall ~~disclose any conflict of interest and, as necessary, shall abstain from participating~~ participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

~~The~~ Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

~~The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies~~ the district's designated positions, and ~~provides the of~~ disclosure categories required for each position. ~~The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)~~

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body ~~or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)~~

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days ~~after the changed circumstances necessitating the amendments~~

have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, ~~87500~~87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

A Board member ~~or~~, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. AA disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" ~~"on one or more of the Board member's or designated employee's "economic interests", unless the effect," which is~~ indistinguishable ~~distinguishable~~ from the effect on the public generally ~~or, on~~ the Board ~~member's or member, designated employee, or other person in a designated employee's participation is legally required position, his/her immediate family, or any financial interest described in 2 CCR 18700.~~ (Government Code 87100, 87101, 87103; 2 CCR ~~18702.1~~18700-18709)

~~A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue (2 CCR 18702.1)~~
A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required

participation pursuant to Government Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105~~;~~; 2 CCR ~~18702.5~~18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except ~~he~~that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government ~~code~~Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations

for bids. ~~If a Board member has such a financial interest, in a contract made by the district is barred from entering into Board, the contract is void.~~ (Government Code 1090; ~~Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469~~)

A Board member shall not be considered to be financially interested in a contract ~~if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)~~

~~A Board member shall not be considered to be financially interested in a contract if in which~~ he/she has only a "remote" interest ~~in the contract,~~ as specified in Government Code 1091 ~~and,~~ if the ~~remote~~ interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

~~Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)~~

~~A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.~~

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

~~Rule of Necessity or Legally Required Participation~~

~~On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.~~

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an ~~office~~officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except ~~as described in when:~~ (Government Code 89506.)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.

2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering ~~in accordance with law.~~ (Government Code ~~85904~~89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office
 35107 School district employees
 35230-35240 Corrupt practices, especially:
 35233 Prohibitions applicable to members of governing boards
 41000-41003 Moneys received by school districts

41015 Investments

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers
 1125-1129 Incompatible activities
 81000-91014 Political Reform Act of 1974, especially:
 82011 Code reviewing body

82019 Definition, designated employee

82028 Definition, gift

82030 Definition, income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General prohibitions
 87200-87210 Disclosure
 87300-87313 Conflict of interest code
 87500 Statements of economic interests
 89501-89503 Honoraria and gifts

89506 Ethics; travel

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

~~18702.5 Public identification~~ 18700-18707 General prohibitions
18722-18740 Disclosure of a conflict of interests
18750.1-18756 Conflict of interest for Section 87200 filers codes

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 13, 1998 Hanford, California

revised: August 21, 2002

revised: September 6, 2006

revised: March 13, 2013

revised:

NEW

Hanford ESD

Exhibit

Conflict Of Interest

E 9270

Board Bylaws

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

BEFORE THE BOARD OF TRUSTEES

OF THE

HANFORD ELEMENTARY SCHOOL DISTRICT

KINGS COUNTY, CALIFORNIA

In the Matter of Conflict)
of Interest Code)
)

RESOLUTION # _____ - _____

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Hanford Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Hanford Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Hanford Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Attest:

President, Board of Trustees
Hanford Elementary School District
Kings County, California

I, _____, Clerk to the Governing Board of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on _____.

Clerk to the Governing Board
Hanford Elementary School District
Kings County, California

Conflict of Interest Code of the Hanford Elementary School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX**Conflict of Interest Code****DESIGNATED POSITIONS AND DISCLOSURE REQUIREMENTS****1. Category 1:**

Members of the Governing Board
 Superintendent
 Assistant Superintendent
 Chief Business Official

A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which:
 - i. are engaged in the acquisition or disposal of real property within the district
 - ii. are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district
 - iii. manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2:

Chief Technology Officer
 Director
 Fiscal Services Specialist
 Food Services Manager
 Learning Director
~~Coordinator, Child Welfare and Attendance~~
 Principal
 School Operations Officer
 Supervisor, Custodial Services
 Supervisor, Grounds
 Supervisor, Maintenance
 Supervisor, Warehouse/Reprographics and Mail Services
 Supervisor, Transportation Services
 Vice Principal

A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which:
 - i. are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - ii. manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. **Consultants**

- a. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.
- b. A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)
 - 1. Approve a rate, rule, or regulation
 - 2. Adopt or enforce a law
 - 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
 - 4. Authorize the district to enter into, modify, or renew a contract that requires district approval
 - 5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
 - 6. Grant district approval to a plan, design, report, study, or similar item
 - 7. Adopt or grant district approval of district policies, standards, or guidelines
- c. A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's


conflict of interest code. (2 CCR 18700.3)

revised:	05/13/98
revised:	09/02/98
revised:	06/14/00
revised:	06/27/01
revised:	08/21/02
revised:	06/18/03
revised:	09/14/05
revised:	09/06/06
revised:	08/22/07
revised:	08/20/08
revised:	03/13/13
revised:	03/13/13
revised:	09/09/15
revised:	08/10/16

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: September 5, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 13, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 9/11/17

- Carla Bode, Art Teacher, Probationary

Classified

- Diana Lugo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/28/17
- Norma Zuniga, Bilingual Health Care Assistant – 6.0 hrs., Roosevelt, effective 9/5/17

Temporary Employees/Substitutes/Yard Supervisors

- Brianna Alvarado, Substitute Yard Supervisor, effective 8/24/17
- Linda Cruz, 4-6 Girls Softball Coach, Monroe, effective 8/29/17 to 10/19/17
- Miguel De Lima Ormonde, Substitute Custodian II, effective 8/23/17
- Larry Faucett, Short-term Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 7/27/17 to 10/13/17
- Linda Garcia, Substitute Yard Supervisor, effective 8/23/17
- Mary Grubb, Substitute Clerk Typist II, Special Education Aide and Yard Supervisor, effective 8/15/17
- Joseph Hernandez, Jr. High Drum Coach – Kennedy/Wilson, effective 8/14/17 to 6/6/18
- Mitchell Hunt, Substitute Custodian I and Groundskeeper I, effective 8/11/17

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Julie Kos, Sign Language Coach, Jefferson, effective 9/11/17 to 11/3/17
- Jeanette Lewis, Substitute Yard Supervisor, effective 8/31/17
- Rebecca Long, Short-term READY Program Tutor – 1.0 hr. (T, Th), Simas, effective 8/17/17 to 12/14/17
- Betty Palmer, Substitute Yard Supervisor, effective 8/14/17; Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 8/14/17 to 10/31/17
- Christine Payne, Short-term Yard Supervisor – 2.0 hrs. (T), Hamilton, effective 8/22/17 to 12/12/17
- Michael Quiñones, 4-6 Boys Flag Football Coach – Washington, effective 8/29/17 to 10/19/17
- Augustina Ramos, Substitute Yard Supervisor, effective 8/21/17; Short-term Yard Supervisor – 1.0 hr., Kennedy, effective 8/21/17 to 10/31/17
- Miguel Rodriguez, Short-term Custodian II – 8.0 hrs., Richmond, effective 8/14/17 to 9/15/17
- Jose Rojas II, 4-6 Boys Flag Football Coach, Monroe, effective 8/29/17 to 10/19/17
- Megan Schaub, Substitute READY Program Tutor, effective 8/22/17; Short-term READY Program Tutor – 3.0 hrs. (M,T,Th,F) and 4.75 (W) and Yard Supervisor – 1.25 hrs., (W), effective 9/5/17 to 12/15/17
- Nelson Simon, Percussion Coach, Jefferson, effective 8/14/17 to 6/6/18
- Kyle Smith, Substitute READY Program Tutor and Special Education Aide, effective 8/30/17
- Brianna Stokes, Girls Volleyball Coach, Jefferson, effective 8/21/17 to 10/21/17
- Kylie Strickland, Substitute READY Program Tutor, effective 8/25/17
- Rayshawna Tapia, Substitute Yard, effective 8/14/17; Short-term Yard Supervisor – 1.0 hr., Simas, effective 8/14/17 to 10/31/17
- Liliana Urbina, Substitute Yard Supervisor, effective 8/25/17

b. Resignations

- Jose Avina, Substitute Custodian I, effective 8/11/17
- Erica Caton, Substitute Yard Supervisor, effective 6/6/17
- Georgia Freeman, Yard Supervisor – 3.0 hrs., Monroe, effective 8/25/17
- Melissa Martinez, Substitute READY program Tutor, effective 12/13/16
- Kiefer Rose, Yard Supervisor – 3.25 hrs., Kennedy, effective 8/14/17
- Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Yard Supervisor and Translator: Oral Interpreter and Written Translation, effective 6/1/16
- Jasmin Williams, Substitute Alternative Education Program Aide and Special Education Aide, effective 4/26/17
- Mariah Young, READY Program Tutor – 4.5 hrs., Richmond, effective 8/22/17

c. Request to be Removed from Classified Substitute List/Failure to Respond

- Tenika Avila, Substitute Clerk Typist II, effective 10/21/16
- Bruce Bowen, Substitute Custodian II, Warehouse, Reprographic and Mail Technician, effective 2/17/17
- Jacob Davis, Substitute Custodian II and Groundskeeper II, effective 3/10/17
- Portia Harley, Substitute Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 9/8/16
- Soo Lee, Substitute Health Care Assistant, effective 8/10/16
- Thomas Null, Substitute Custodian II, effective 3/9/17
- Fatima Calvario Perez, Substitute Yard Supervisor, effective 2/6/17
- Melanie Pimentel, Substitute Yard Supervisor, effective 8/16/16
- Baleria Plancarte, Substitute Babysitter, Food Service Worker I/II, Yard Supervisor and Translator: Oral Interpreter, effective 12/16/16
- America Rodriguez Sanchez, Substitute READY Program Tutor, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter, effective 12/13/16
- Joseph Vidal, Substitute Custodian I, effective 11/30/16
- Debra Washington, Substitute Clerk Typist I, effective 4/15/16
- Teberh Zewoldemariam, Substitute Clerk Trainee and Yard Supervisor, effective 9/9/16

d. Retirement

- Shirley Diehl Speegle, Food Service Worker I – 3.25 hrs., Lincoln, effective 12/15/17

e. More Hours

- Estevan Alcala, Short-term Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 8/16/17 to 10/13/17
- Cristina Solorio, Short-term Yard Supervisor, from 1.0 hr. to 3.25 hrs. Kennedy, effective 8/15/17 to 10/31/17

f. Voluntary Transfer

- Kimberly Carrera, READY Program Tutor – 4.5 hrs., from Jefferson to Richmond, effective 8/28/17

g. Reinstatement to Full-Time Status/Transfer

- Christina Gonzales, from 2nd Grade, shared, Monroe to 4th Grade full-time, Roosevelt, effective 8/21/17
- Kellie Noji, from 2nd Grade, shared to 2nd Grade full-time, Monroe, effective 8/21/17

h. Certificated Transfers/Reassignments, effective 8/8/17

Involuntary Transfers

- Gabriel deLeon, from Hamilton 2nd Grade to Hamilton 1st Grade
- Erica D'Souza, from King Kindergarten to King 3rd Grade, effective 8/28/17
- Darryn Elliott, from Washington 3rd Grade to Washington 2nd Grade
- Maria Porras, from Monroe 3rd Grade to Monroe Kindergarten
- Arianne Rogado, from Washington 6th Grade to Simas 6th Grade, effective 8/28/17
- Shannon Shuklian, from Richmond 6th Grade to Richmond 2nd Grade

Combination Class Assignments

- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class, effective 8/28/17
- Anastasia Prisaznik, from Richmond Transitional Kindergarten to Richmond Transitional Kindergarten/Kindergarten Combination Class

Voluntary Transfers

- Raquel Alvarez, from Lincoln 5th Grade to Lincoln 4th Grade
- Angel Bravo, from Jefferson 5th Grade to Jefferson 7th Grade
- Blanca Buller, from Jefferson 5th Grade to Jefferson 7th Grade
- Rick Calvillo, from Lincoln 2nd Grade to Jefferson 4th Grade
- Nadia D'Agostino, from Lincoln 2nd Grade to Lincoln 3rd Grade
- Cristal Flores, from Richmond 1st Grade to Richmond Kindergarten
- Lupe Hernandez, from Roosevelt Kindergarten to Washington 1st Grade
- Jaqueline Huerta, from Lincoln 2nd grade to Hamilton Kindergarten
- Jana Jasso, from King Kindergarten to Monroe 1st Grade
- Jessica Knodel, from Richmond 4th Grade to Richmond 2nd Grade
- Aimee Ladd from Kennedy 8th ELA/Social Studies to Kennedy 8th Math/Science
- Alexandria Lemos, from King 5th Grade to King 2nd Grade
- Annise Magpayo, from Roosevelt 6th Grade to Roosevelt 3rd Grade
- Jan Mazza, from Richmond 2nd Grade to Simas 1st Grade
- Allison Minick, from Simas Kindergarten to Simas 2nd Grade
- Cynthia Miranda, from King Transitional Kindergarten to King Kindergarten
- Christine Mizer, from Roosevelt 4th Grade to Roosevelt 2nd Grade
- Peggy Noble, from King 4th Grade to King 5th Grade
- Jamie Oliveira, from Monroe 3rd Grade to Monroe 1st Grade
- Patricia Rodriguez, from Simas 2nd Grade to Simas Kindergarten

Voluntary Transfers (continued)

- Isaias Serrato, from Richmond 5th Grade to Monroe 3rd Grade
- Oscar Tafolla, from Jefferson 4th Grade to Jefferson 5th Grade
- Stephanie Tatro-Parks, from Lincoln 3rd Grade to Kennedy 7th ELA/Social Studies
- Jennifer Taylor, from Kennedy 8th Math/Science to Lincoln 2nd Grade
- Isabel Vega, from King 6th Grade to Jefferson 4th Grade
- Gaosang Xiong, from Monroe 5th Grade to Kennedy 8th Math/Science

Reinstatement

- Maureen Kuiper, from Monroe 6th Grade to Lincoln 5th Grade

i. Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographics and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 8/21/17 to 10/19/17
- Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 8/21/17 to 10/19/17

j. Certify Employment Status of Non-Permanent Certificated Staff for 2017-18 School Year (EC 44916)

- See attached listing

k. Job Description

- Mental Health/Behavior Services Specialist (New)

l. Salary/Wage Schedules for 2017-2018

- Management/Professional Specialist/Confidential Salary Schedule (Interim) - Revised

m. Leave of Absence

- Grace Perez, Yard Supervisor – 2.75 hrs., Hamilton, effective 9/5/17 to 10/12/17

n. Volunteers

<u>Name</u>	<u>School</u>
Sophia Medina	Jefferson
Taylor Furtado	Monroe
Graciela Medina Cerrillos	Monroe
Christina Ramirez	Monroe
James Dessel	Richmond
Mayumi Sercado	Richmond

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
ANNUAL BOARD CERTIFICATION:
STATUS OF NON-PERMANENT CERTIFICATED EMPLOYEES
2018-19 SCHOOL YEAR
September 13, 2017

Effective with the first paid duty day of their 2017-2018 employment contracts, the following non-permanent certificated employees shall be classified as follows:

A. TENURED

Brasil, Heather	Physical Education Teacher
Broussard, Jennifer	Music/Band Teacher
Calleres, Carmen	School Counselor
Cartledge, Nicole	K-6 Teacher
Cibrian, Christine	K-6 Teacher
Costello, Jahna	K-6 Teacher
Crisp, Sara	Special Education Teacher
Cummings, Cara	School Nurse
Flores, Cristal	K-6 Teacher
Jeffus, Bailey	K-6 Teacher
Jones, Kellie	K-6 Teacher
Kelly, Diana	K-6 Teacher
Little, Amanda	K-6 Teacher
Lowe, Lynzi	School Counselor
Munro, Megan	K-6 Teacher
Nabayan, Melissa	K-6 Teacher
Pires, Julee	K-6 Teacher
Prisaznik, Anastasia	K-6 Teacher
Raymond, Paul	7-8 Teacher
Reynoso, Veronica	K-6 Teacher
Stokes, Ashley	K-6 Teacher
Vivanco-Botello, Rigoberto	School Counselor
Zendejas Enriquez, Juana	K-6 Teacher

B. SECOND-YEAR PROBATIONARY

Alvarado Cabrera, Blanca	K-6 Teacher
Alvarez, Maria	School Counselor
Correia, Timerie	K-6 Teacher
Elliott, Darryn	K-6 Teacher
Elliott, Jennifer	Special Education Teacher
Erickson, Samantha	K-6 Teacher
Fossett, Jennifer	K-6 Teacher
Miranda, Cynthia	K-6 Teacher
Moua, Boa	School Psychologist
Ray, Carin	K-6 Teacher
Souza, Taetum	K-6 Teacher
Tafolla, Oscar	K-6 Teacher

B. SECOND-YEAR PROBATIONARY (Continued)

Taylor, Jennifer	K-6 Teacher
Vega, Isabel	K-6 Teacher
Vryhof, Shanae	K-6 Teacher
Williams, Anjali	K-6 Teacher

C. FIRST-YEAR PROBATIONARY

Arnold, Deborah	7-8 Teacher
Brown, Greg	7-8 Teacher Intern
Campa, Genevieve	K-6 Teacher
Carrillo, Raquel	K-6 Teacher Intern
Costello, Christopher	K-6 Physical Education Teacher
D'Souza, Erica	K-6 Teacher
Ellis, Ashley	K-6 Teacher Intern
Farrar, Alexis	K-6 Teacher Intern
Gonzales, Kathryn	K-6 Teacher Intern
Hicks, Kelsey	K-6 Teacher
Hovis, Elizabeth	K-6 Special Education Teacher
Jackson, Jordan	K-6 Teacher
Lake, Kristin	K-6 Special Education Teacher
Lambert, Morgan	K-6 Teacher
Lindsey, Terri	School Nurse
Lofy, Shelby	K-6 Special Education Teacher
Manes, Allen	K-6 Teacher Intern
Martin, Mayra	K-6 Teacher
Moreno, Anna	K-6 Teacher Intern
Navarro, Jeana	7-8 Teacher
Nelson, Lindsay	K-6 Teacher
Porras, Anthony	K-6 Teacher Intern
Porras, Maria	K-6 Teacher Intern
Rodriguez, Jesus	K-6 Teacher Intern
Stewart, Cory	7-8 Special Education Teacher Intern
Stockton, Shannon	K-6 Teacher Intern
Washington, Takeya	K-6 Teacher

D. PROBATIONARY 0 – PROVISIONAL INTERNSHIP or SHORT-TERM STAFF PERMIT

Edwards, Torrey	K-6 Teacher
McGovern, Alicia	K-6 Teacher
Martinez-Bedolla, Eileen	K-6 Teacher
Rogado, Arianne	K-6 Teacher
Sewell, Amanda	K-6 Teacher
Silva, Lindsey	K-6 Teacher
Stafford, Chelsea	K-6 Teacher

HANFORD ELEMENTARY SCHOOL DISTRICT

Job Description:

MENTAL HEALTH/BEHAVIOR SERVICES SPECIALIST

DEFINITION

The Mental Health/Behavior Services Specialist provides behavioral health services to district students with the goal of facilitating and promoting appropriate behavioral health and personal growth. The Mental Health/Behavior Services Specialist identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy plan. The Mental Health/Behavior Services Specialist provides direction to and oversight of a variety of social work and related services that promote academic, career, personal, and social development. The Mental Health/Behavior Services Specialist serves as an advocate for high academic achievement and social development for all students through the provision of individual and schoolwide intervention strategies, social work and related services.

DISTINGUISHING CHARACTERISTICS

The Mental Health/Behavior Services Specialist is responsible for social work and related services that support short and long-term educational plans in collaboration with parents and other professionals. The Mental Health/Behavior Services Specialist will provide social work and related services to support school success and social-emotional well-being. The Mental Health/Behavior Services Specialist will provide personal and social counseling and interventions that promote positive interpersonal relationships and social skills.

ESSENTIAL FUNCTIONS

- Provides individual, group and family therapy services;
- Provides oversight of mental health therapy services provided by other staff members;
- Completes required documentation for students;
- Develops and maintains behavioral health programs to meet student needs;
- Conducts interviews, assessments and observations;
- Analyzes and interprets a variety of data in order to assist in the development of appropriate services for students;
- Participates in special assessments, individual therapy plans, and other meetings;

ESSENTIAL FUNCTIONS (cont.)

- Matches targeted students to multi-disciplinary support services and community resources;
- Performs a variety of social work, services including assessment, developing referral plans, counseling students and families, providing intervention and counseling a diverse range of students and families;
- Assists students in the transition process between elementary, middle and high school and those returning from alternative placements;
- Identifies problems, develops interventions, organizes and implements programs in order to address truancy, poor school performance, suspension/expulsion, transiency and retention; assists students to demonstrate the character and competencies for workplace success and to stay in school on target to graduate;
- Counsels a diverse range of individual students, parents, and families to assist students to achieve their personal best; provides follow up case management services to students and families by maintaining regular contact with families concerning identified problems; strongly encourages and welcomes valuable contributions of our families;
- Effectively provides crisis intervention to families and students in regards to suicide and homicide threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, bullying and other issues and provides follow up case management services to assist students to achieve their personal best and to stay in school on target to graduate;
- Prepares accurate and timely case studies for referrals to psychologists, school nurses, law enforcement, and other agencies; makes referrals to outside agencies to provide students access to high quality options and a variety of activities;
- Provides in-service training to parents, community agencies, students, district personnel and others;
- Makes recommendations to LEAs for mental health therapy services;
- Prepares and maintains a variety of accurate narrative and statistical reports; submits to district personnel as required;
- Reviews and maintains pertinent pupil data (cumulative records, progress reports, achievement tests, etc.);

ESSENTIAL FUNCTIONS (cont.)

- Confers with staff, including but not limited to school administration, other school specialists, and classroom teachers regarding individual student needs;
- Plans, develops, organizes, and actively participates in staff development, parent meetings and workshops to provide consultation and information on resources to meet the needs of students, families and staff; develops and maintains current resource information;
- Provides clinical supervision;
- Performs related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Principles of current practices of social work and case management.

Individual and group behavior and effect of social and economic forces on individuals.

Current social and economic issues.

Physical, intellectual, social and emotional growth patterns of students.

Principles and techniques of interviewing and recording social case work.

Community resources.

Research methods and report writing techniques.

Interviewing methods and techniques.

Education code as related to attendance.

Principles of individual and group counseling.

Federal and state laws concerning family rights.

Behavioral Health services.

Skills/Abilities:

Work as a part of a multidisciplinary educational support team.

Design an effective system of reporting progress and monitoring results.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Exercise confidentiality and sound judgment in the performance of duties and communications with others.

Adhere to legal, ethical, and professional standards and guidelines in school counseling.

Bilingual (English/Spanish) preferred.

EDUCATION AND EXPERIENCE

Education: Bachelor's Degree, including all courses to meet credential requirements. Master's Degree in Social Work, Counseling or related field preferred.

Experience: Any combination of training, experience, and/or education equivalent to master's degree or above in social work or mental health. One year of post-license experience in counseling and crisis intervention to children, adolescents, and their families in an educational setting and experience working with youth placed in residential treatment facilities and their families.

Licenses: Holds or is eligible to apply for a valid California Pupil Personnel Services Credential with authorization in Social Work. LCSW or LSW preferred.

Valid California driver's license.

Additionally, must have one of the following:

1. Licensed as a Marriage, Family, Child Counselor or Marriage and Family Therapist issued by a licensing agency within the Department of Consumer Affairs;

Licenses: (cont.)

2. Licensed as a Clinical Social Worker issued by the licensing agency within the Department of Consumer Affairs;
3. Dual licensure as an Educational Psychologist and/or a clinical psychologist with one of the above clinical licenses.

WORKING CONDITIONS

Environment: Office and school environment; local travel in personal automobile.

Physical Abilities: Hearing and speaking to exchange information; vision sufficient to read complex written narrative and statistical documentation and data, including small print; vision and dexterity of hands and fingers to operate a personal computer for data entry and retrieval; driving and automobile; sitting for extended periods of time; walking and standing for short periods of time; bending and reaching to place or retrieve files, binders, and other work-related documents and materials.

Adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT
2017-2018 SALARY SCHEDULE (Interim)
MANAGEMENT

187/187

Range	Position	**Compensated Days Per Year		Step 1	Step 2	Step 3	Step 4	Step 5
0-A	Chief Business Official (225 work + 14 hol + 22 vac)	261	annual daily	133,079 509.88	138,403 530.28	143,939 551.49	149,696 573.55	155,684 596.49
1-A	Assistant Superintendent (225 work + 14 hol + 22 vac)	261	annual daily	117,623 450.66	122,328 468.69	127,221 487.44	132,310 506.93	137,602 527.21
3-A	Director Chief Technology Officer (225 work + 14 hol + 22 vac)	261	annual daily	111,955 428.95	116,433 446.10	121,091 463.95	125,934 482.51	130,972 501.81
3-C	Director Principal (204 work + 13 hol + 20 vac)	237	annual daily	101,661 428.95	105,726 446.10	109,956 463.95	114,355 482.51	118,929 501.81
6-A	Fiscal Services Specialist Curriculum & Professional Development Specialist (225 work + 14 hol + 22 vac)	261	annual daily	103,961 398.32	108,120 414.25	112,445 430.82	116,942 448.06	121,620 465.98
6-C	Vice Principal Learning Director Curriculum & Professional Development Specialist Program Specialist (204 work + 13 hol + 20 vac)	237	annual daily	94,402 398.32	98,177 414.25	102,104 430.82	106,190 448.06	110,437 465.98
10-CB	Administrative Intern (204 work + 13 hol + 20 vac)	237	annual daily	85,524 360.86	88,944 375.29	92,501 390.30	96,203 405.92	100,050 422.15
15-A	Program Manager (225 work + 14 hol + 22 vac)	261	annual daily	83,245 318.95	86,575 331.70	90,038 344.97	93,639 358.77	97,385 373.12
15-B	Program Manager (203 work + 13 hol + 20 vac)	236	annual daily	75,272 318.95	78,281 331.70	81,413 344.97	84,670 358.77	88,056 373.12
22-A	Supervisor (225 work + 14 hol + 22 vac)	261	annual daily	70,031 268.32	72,832 279.05	75,746 290.21	78,775 301.82	81,926 313.89
22-C	Supervisor (200 work + 13 hol + 19 vac)	232	annual daily	62,250 268.32	64,740 279.05	67,329 290.21	70,022 301.82	72,822 313.89
23-A	Analyst (225 work + 14 hol + 22 vac)	261	annual daily	68,323 261.77	71,056 272.24	73,898 283.13	76,854 294.46	79,928 306.24
26-C	School Operations Officer (199 work + 13 hol + 19 vac)	231	annual daily	56,151 243.08	58,399 252.81	60,735 262.92	63,165 273.44	65,689 284.37

PROFESSIONAL SPECIALIST

7-C	Psychologist (194 work + 13 hol + 19 vac)	226	annual daily	87,824 388.60	91,338 404.15	94,990 420.31	98,791 437.13	102,742 454.61
10-C	Mental Health/Behavior Services Specialist (194 work + 13 hol + 19 vac)	226	annual daily	81,554 360.86	84,816 375.29	88,208 390.30	91,738 405.92	95,406 422.15
11-C	Counselor (194 work + 13 hol + 19 vac)	226	annual daily	79,566 352.06	82,748 366.14	86,056 380.78	89,501 396.02	93,080 411.86

CONFIDENTIAL CLASSIFIED*

28-A	Administrative Assistant	261	annual daily	60,388 231.37	62,803 240.62	65,315 250.25	67,928 260.26	70,645 270.67
29-A	Personnel Specialist	261	annual daily	58,915 225.73	61,271 234.76	63,722 244.15	66,271 253.91	68,922 264.07
32-A	Administrative Secretary	261	annual daily	54,708 209.61	56,896 217.99	59,172 226.71	61,539 235.78	64,001 245.21
34-A	Personnel Assistant	261	annual daily	52,072 199.51	54,155 207.49	56,321 215.79	58,574 224.42	60,917 233.40

* = The number of work days depends on vacation accrual rate.

**Longevity - 15 years = \$2,000 Longevity includes all consecutive years of HESD service
- 20 years = \$2,000 Additional

**If your hire date falls between July 1 and December 31, the applicable longevity stipend will begin that school year.
If your hire date falls between January 1 and June 30, the applicable longevity stipend will begin the following school year.

Adopted: 06/14/17
Effective: 07/01/17
Revised: __/__/17