

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, February 8, 2017

*** Martin Luther King School Cafeteria ***

820 Hume Avenue, Hanford, CA



NOTE LOCATION
CHANGE

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

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

Public Employee Discipline/Dismissal/Release – (GC 54957)

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 January 20, 2017 and January 27, 2017.
- b) Approve minutes of Regular Board Meeting held on January 25, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1,079.30 from Jefferson Parent Teacher Club.
- e) Approve donation of \$500.00 from Kohl's.
- f) Adopt Resolution #23-17: Regarding Absent Board Member Compensation.

3. INFORMATION ITEMS

- a) Receive for information a report from the Parent Advisory Committee from the meeting held on October 25, 2016 (Carlton)

- *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 a report from the District English Learner Advisory Committee (DELAC) for the meeting held on October 26, 2016 (Gomez)
- c) Receive for information the following new Board Policy: (McConnell)
 - BP 5141.52 – Suicide Prevention
- d) Receive for information the following revised Administrative Regulation: (Martinez)
 - AR 4115 – Evaluation/Supervision
- e) Receive for information the following revised Administrative Regulation: (Martinez)
 - AR 4112 – Appointment and Conditions of Employment

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Out-of-state travel for Interop ITX Conference and Professional Development (Goldsmith)
- b) Consider approval of Consolidated Application for Funding Categorical Aid Programs (Winter Release) (Carlton)
- c) Consider approval of the updated 2016-2017 HESD Local Education Agency Plan (LEAP) Addendum and Title III Action Plan for English Learners (Carlton)
- d) Consider adoption of the Comprehensive Safety Plan for HESD schools (Simas)
For the CSP go to: <http://www.hesd.k12.ca.us/District/Department/5-Student-Services-Registration/Portal/Comprehensive-Safety-Plan>
- e) Consider approval of Consultant Contract with Bright Bytes, Clarity Platform (Rubalcava)
- f) Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the Woodrow Wilson Jr High School roof project (Mulligan)
- g) Consider authorization to solicit bids for the exterior painting of Roosevelt and Lincoln elementary schools (Mulligan)
- h) Consider approval of agreement with Hazard Management Services for the inspection, testing and monitoring of lead and asbestos for the Buelah property demolition project (Mulligan)
- i) Consider approval of agreement with Hazard Management Services for the inspection, testing and monitoring of asbestos for the Woodrow Wilson Jr High School Asbestos Flooring Abatement project (Mulligan)
- j) Consider approval of the following new Board Policy: (Endo)
 - BP 3470 – Debt Issuance and Management Policy
- k) Consider approval of the following new Board Policy: (Martinez)
 - BP 4033 – Lactation Accommodation
- l) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4040 – Employee Use of Technology
- m) Consider approval of the following deleted Board Policy: (Martinez)
 - BP 4112.24 – Teacher Qualifications Under the No Child Left Behind Act
- n) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4132, 4232, 4332 - Publication or Creation of Materials
- o) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4143, 4243 - Negotiations/ Consultation

5. PERSONNEL (Martinez)

- a) Employment
Temporary Employees/Substitutes/Yard Supervisors
 - Andrice Dean, Substitute Yard Supervisor, effective 1/18/17
 - Joseph Britton, 8th Grade Boys Baseball Coach, Wilson, effective 2/21/17 to 5/8/17

- Maria Herrera Gamboa, Substitute Yard Supervisor, effective 1/23/17
- Leonard Landeros, 7th Grade Boys Baseball Coach, Wilson, effective 2/21/17 to 5/8/17
- Veronica Martin, Short-term Yard Supervisor – 1.25 hrs. (M,T,Th,F) and 1.0 hr. (W), Jefferson, effective 1/23/17 to 4/7/17
- Martha Murillo, Short-term Media Services Aide – 5.5 hrs., King, effective 1/23/17 to 4/21/17
- Marisol Ayala Navarro, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/30/17 to 4/7/17
- Julyssa Villagomez, Substitute Alternative Education Program Aide, Clerk Typist I, READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 1/27/17

b) Resignations

- Laura Kishman, Teacher, Roosevelt, effective 6/7/17
- Lissette Libby, School Nurse, Special Services, effective 6/7/17
- Udocia "Leonor" Littlejohn, Food Service Worker I – 3.0 hrs., Washington, effective 2/10/17
- Juan Nunez Jr., Substitute Yard Supervisor, effective 12/16/16

c) Retirement

- Elizabeth "Liz" Simas, Child Welfare and Attendance Coordinator, District Office, effective 6/30/17
- Evelyn Smiley, Special Education Aide – 5.0 hrs., Lincoln, effective 6/7/17

d) More Hours

- Margaret Blasko, Yard Supervisor, from 2.0 hrs. to 3.25 hrs., Simas, effective 2/1/17
- Hannah Bruner, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Simas, effective 2/1/17
- Destiny Ramirez, Yard Supervisor, from .50 hr. to 1.5 hrs., Simas, effective 2/1/17

e) More Hours/Transfer

- Tammy Morrison, Food Service Worker I, from 3.25 hrs., Hamilton to 3.5 hrs., Monroe, effective 1/23/17

f) Temporary Transfer

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 1/19/17 to 2/24/17

g) Temporary Out of Class Assignment

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 1/19/17 to 2/24/17

h) Leave of Absence

- Sonia Mena, Yard Supervisor – 3.75 hrs., Jefferson, effective 1/9/17 to 1/31/17, medical

i) Volunteers

<u>Name</u>	<u>School</u>
Kelly Condie	Hamilton
Jenny Delgado (HESD Employee)	Hamilton
Bradley Reinhart	Hamilton
Deborah Thomas	Hamilton
Diana Alanis	Jefferson
Shantieria Carrington	Jefferson
Alberta Espinoza	King
Ronnie Williams (HESD Employee)	King
Alicia Carranza	Monroe
Alma Contreras	Monroe
Elizabeth Guerrero	Monroe
Geneva Martinez	Monroe
Veronica Padilla	Monroe

i) Volunteers (cont.)

Lina Rodrigues	Monroe
Alejandro Acevedo (HESD Employee)	Richmond
James Aspeitia	Simas
Nadine Butler	Simas
Jarrold King (HESD Employee)	Simas
Yolanda Arellano Perez	Washington
Freda Delgadillo (HESD Employee)	Washington
Kayla Delgado	Washington
Marilyn Hensley	Washington
Guadalupe Hernandez (HESD Employee)	Hamilton/Roosevelt
Lina Tuon (HESD Employee)	Hamilton/Roosevelt

6. FINANCIAL (Endo)

- a) Consider adoption of Debt Issuance and Management Policy Resolution #18-17

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 02/08/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 01/20/17 and 01/27/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants Dated 01/20/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12538976	6431	AMAZON.COM Books/Warehouse/Office Supplies/Inst'l Supplies	\$4,644.42
12538977	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Service	\$300.62
12538978	3258	BANK OF AMERICA Travel & Conf/Grounds Supplies	\$435.02
12538979	1363	BEST BUY Food	\$1.59
12538980	4415	HEATHER BRASIL PE Supplies	\$53.74
12538981	1667	CDW GOVERNMENT INC. Equipment Replacement	\$20,419.30
12538982	303	CHAFFEE ZOO Study Trip	\$528.00
12538983	405	DASSEL'S PETROLEUM INC. Fuel	\$3,971.95
12538984	405	DASSEL'S PETROLEUM INC. Fuel	\$242.61
12538985	6844	DOUBLETREE HILTON-SAN FRANCISCO Travel & Conf	\$5,008.41
12538986	6786	DOWNTOWN FORD SALES Equipment	\$33,110.50
12538987	6453	FLOWERS BAKING COMPANY Food	\$1,360.88
12538988	6862	CRYSTAL FOSTER Mileage	\$7.49
12538989	1769	FRESNO PRODUCE Food	\$11,349.49
12538990	2749	GARDA CL WEST INC. Other Services	\$358.74
12538991	1393	GAS COMPANY Gas	\$9,254.09
12538992	5323	NATIVIDAD GEORGE Math Supplies	\$51.87
12538993	3305	GILBERT ELECTRIC COMPANY Repairs	\$800.00
12538994	591	GOLD STAR FOODS Food	\$11,742.88
12538995	3656	HANFORD AUTO & TRUCK PARTS Maint/Grounds/Transportation Supp	\$684.55
12538996	649	HANFORD POLICE DEPARTMENT Other Services	\$10.00
12538997	4059	BRENT HANKE Allowance	\$23.94
12538998	5882	LINDSAY HOWELL Allowance	\$84.00
12538999	759	DARYL L. JOHNSON Allowance	\$49.29
12539000	5990	KELLER FORD Transportation Supplies	\$403.13
12539001	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$374.75
12539002	5206	KINGS COUNTY OFFICE OF EDUCATI Travel & Conf	\$15.00
12539003	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$390.09
12539004	808	KINGS WASTE & RECYCLING Garbage	\$28.75
12539005	5906	MICHAEL KOSS Inst'l Supplies	\$55.33
12539006	827	LA TAPATIA TORTILLERIA INC. Food	\$562.44
12539007	986	LAWNMOWER MAN Lawn Services	\$207.48
12539008	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$131.79
12539009	6487	LEARNING STORE Special Ed Supplies	\$54.95
12539010	4629	LOWE'S OF HANFORD Grounds Supplies	\$286.59
12539011	4188	CHAD NIELSEN Mileage	\$51.63
12539012	6257	ORCHARD SUPPLY HARDWARE Maint/Grounds/Custodial Supplies	\$1,386.45
12539013	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$2,361.84
12539014	1168	PRODUCERS DAIRY PRODUCTS Food	\$7,387.18
12539015	4465	CYNTHIA PURSELL Travel & Conf	\$200.00
12539016	5992	RODRIGUEZ BROS INC Grounds Supplies	\$110.19
12539017	1332	SEARS ROEBUCK & CO. Maintenance Supplies	\$429.99
12539018	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$455.03
12539019	1801	SMART & FINAL STORES (HFD/KIT) Food	\$14.59
12539020	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$4,867.46
12539021	1401	STANDARD STATIONERY SUPPLY Warehouse	\$428.57
12539022	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,239.60
12539023	1405	STAPLES DIRECT *6252 Inst'l Supplies	\$219.16

**Warrant Register For Warrants
Dated 01/20/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12539024	6855	STEWART TITLE OF CALIFORNIA Land Acquisition	\$45,000.00
12539025	2188	SUPPLYWORKS Warehouse	\$345.65
12539026	1444	SYSCO FOODSERVICES OF MODESTO Food	\$22,193.13
12539027	1506	TWB INSPECTIONS Buildings & Improvements	\$4,000.00
12539028	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$3,000.00
12539029	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$1,560.02
12539030	6861	ISABEL VEGA Mileage	\$7.49
12539031	1554	SONIA VELO Mileage	\$52.43
12539032	6239	ANJALI WILLIAMS Mileage	\$7.49
12539033	6832	BEVERLY ANN WILLIAMS Mileage	\$130.33
Total Amount of All Warrants:			\$212,451.91

Credit Card Register For Payments
Dated 01/20/2017

Document Number	Vendor Number	Vendor Name	Amount
14018341	2	A-Z BUS SALES INC Transportation Supplies	\$1,717.53
14018342	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$99.96
14018343	5690	INDOFF INCORPORATED Facilities Supplies	\$2,487.77
14018344	1802	MEDALLION SUPPLY Maintenance Supplies	\$819.00
14018345	1002	MORGAN & SLATES INC. Maintenance/Grounds Supplies	\$364.38
Total Amount of All Credit Card Payments:			\$5,488.64

Warrant Register For Warrants

Dated 01/27/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12539451	4566	ALLIED STORAGE CONTAINERS Rentals, Leases & Repairs	\$91.16
12539452	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$109.50
12539453	2501	ASCD Dues & Memberships	\$89.00
12539454	3947	ATKINSON ANDELSON LOYA RUUD & Legal	\$1,926.11
12539455	153	BOOKSOURCE Books	\$9,271.77
12539456	6331	PAUL BORGES Other Services	\$60.00
12539457	5749	KAYLEE BOSWORTH Allowance	\$42.52
12539458	6865	NADINE BUTLER Other Services	\$21.00
12539459	236	STATE OF CALIFORNIA Other Services	\$570.00
12539460	242	STATE OF CALIFORNIA Fuel	\$49.11
12539461	263	DOUGLAS CARLTON Travel & Conf/Mileage	\$238.50
12539462	1954	KATHALEEN S. CARRI Allowance	\$95.00
12539463	304	NICK CHAMPI ENTERPRISES INC. Land Improvements	\$17,983.00
12539464	331	CLASSIC CHARTER Other Services	\$3,769.00
12539465	3068	DEBRA COLVARD Travel & Conf	\$125.00
12539466	4178	COOK'S COMMUNICATION Radio Supplies	\$347.22
12539467	6545	CANDACE CREWSE Library Supplies	\$104.20
12539468	449	DOUBLETREE HOTEL – SACRAMENTO Travel & Conf	\$234.60
12539469	1948	DOWNING PLANETARIUM CSUF Study Trip	\$672.00
12539470	1948	DOWNING PLANETARIUM CSUF Study Trip	\$540.00
12539471	4242	ANTHONY ECK A/V Supplies	\$299.60
12539472	5489	ECS IMAGING INC. Software Licenses	\$3,824.97
12539473	486	KENNY EGGERT Science Supplies	\$88.50
12539474	6867	ROSAMARIA ELZY Other Services	\$20.00
12539475	497	EMPLOYMENT DEVELOPMENT DEPT. State Unemployment Insurance	\$5,271.66
12539476	6661	ENGINEERING IS ELEMENTARY Inst'l Supplies	\$2,064.74
12539477	6173	FP MAILING SOLUTIONS Mail Meter Lease	\$638.21
12539478	549	FRESNO PACIFIC UNIVERSITY Travel & Conf	\$88.00
12539479	3862	SHELLY GARRETT Allowance	\$100.00
12539480	6847	GEIST GLOBAL Data Processing Services	\$570.95
12539481	5541	JOANN GRAHAM Travel & Conf	\$125.00
12539482	6866	MARIA HERRERA GAMBOA Other Services	\$40.00
12539483	701	HOFMAN'S NURSERY Operations Supplies	\$1,071.43
12539484	6826	INDOOR ENVIRONMENTAL SERVICES Buildings & Improvements	\$1,006,673.00
12539485	4597	IVS COMPUTER TECHNOLOGY Equipment/Board Supplies	\$23,850.65
12539486	793	KINGS ART CENTER Inst'l Consultant	\$50.00
12539487	5828	KINGS COUNTY DEPT OF PUBLIC WO Fuel	\$84.91
12539488	796	KINGS COUNTY OFFICE OF ED Other Services	\$112.00
12539489	4945	LINDAMOOD-BELL LEARNING PROCES Special Ed Services	\$5,632.00
12539490	5510	NEWEGG.COM Data Processing Services Supplies	\$41.66
12539491	1058	OFFICE DEPOT Inst'l Supplies	\$420.23
12539492	2956	JACQUELINE A. RAVEN Allowance	\$100.00
12539493	1326	SCHOOL SERVICES OF CALIF. INC. Other Services	\$305.00
12539494	1874	APRIL M. SILVA Science Supplies	\$47.65
12539495	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,595.25
12539496	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$17,242.30
12539497	3694	JEROD STRONG Allowance	\$76.00
12539498	2188	SUPPLYWORKS Grounds/Custodial Supplies	\$3,006.98

**Warrant Register For Warrants
Dated 01/27/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12539499	5923	TREE FROG PRINT SHOP INC. Inst'l Supplies	\$166.63
12539500	2138	THE TREE HOUSE Ancillary Services Supplies	\$149.86
12539501	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$600.00
12539502	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$40.00
12539503	2653	VALLEY OXYGEN Equipment/Maintenance Supplies	\$2,397.35
12539504	6778	XPRESSMYSELF.COM Inst'l Supplies	\$600.82
Total Amount of All Warrants:			\$ 1,114,734.04

Credit Card Register For Payments
Dated 01/27/2017

Document Number	Vendor Number	Vendor Name	Amount
14018405	176	BSN SPORTS Athletic Supplies	\$6,943.54
14018406	539	FRANKLIN COVEY PRODUCTS LLC Plant Services Supplies	\$39.10
14018407	2461	GAMETIME Land Improvements	\$38,427.22
14018408	4271	GOLDEN EAGLE CHARTER INC. Transportation	\$4,714.00
14018409	652	HANFORD SENTINEL Human Resources	\$373.25
14018410	4276	LEARNING A-Z Software Licenses	\$6,763.15
14018411	1322	SCHOOL HEALTH CORPORATION Medical Supplies	\$316.90
14018412	1345	SHIFFLER EQUIPMENT SALES INC. Maintenance Supplies	\$117.05
14018413	5294	WEST MUSIC COMPANY Inst'l Supplies	\$151.69
Total Amount of All Credit Card Payments:			\$57,845.90

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

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

- Call to Order** President Garcia called the meeting to order at 5:30 p.m. Trustee Revious and Strickland were present. Trustee Garner and Hernandez were absent.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
 - Conference with Real Property Negotiator (GC 54956.8)
- Open Session** Trustees returned to open session at 6:06 p.m.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Debra Colvard, David Endo, Ramiro Flores, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pullis, Jill Rubalcava and Liz Simas.
- Case #16-43, 16-53, 16-55 & 17-01** Trustee Revious moved to approve readmission for Case numbers 16-43, 16-53, 16-55, and 17-01 based upon the student's compliance with the Plan of Rehabilitation. Trustee Strickland seconded; motion carried 3-0:
- Garcia – Yes
 - Revious – Yes
 - Strickland – Yes
- Property** The Board met in closed session regarding the real property located at Grangeville Boulevard and 12th Avenue, Hanford, California. The Board received an update on the status of negotiations. No action was taken by the Board.
- Public Comments** None
- Board and Staff Comments** Trustee Revious attended student sport events and he feels the players are really great and talented.
- Trustee Garcia provided an update on the Community Artists' project. Chad Nielsen and his students will be able to display their art downtown during Tuesday Nights on April 18th from 5:00 p.m. to 8:00 p.m. Our Woodrow Wilson and John F. Kennedy bands will play while the art is displayed.
- Requests to Address the Board** None
- Dates to Remember** President Revious reviewed dates to remember: Mat Classic XXI February 1st at 5:00 p.m.; League Wrestling Tourney February 4th at 8:30 a.m.; Regular Board Meeting February 8th at 5:30 p.m.; Annual HESD Basketball Tourney/Grades 4-6 February 10th at

4:00 p.m.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "h" together. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

Trustee Revious then made a motion to approve consent items "a" through "h". Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated 1/13/17.
- b) Minutes of Regular Board Meeting 1/11/17.
- c) Interdistrict transfers as recommended.
- d) Donation of \$228.30 from Box Top Education.
- e) Donation of 327.60 from General Mills Box Top Education.
- f) Donation of \$500.00 from Wonderful Giving.
- g) Donation of \$1,566.46 from Woodrow Wilson Band Boosters.
- h) Adopt Resolution #22-17: Regarding Absent Board Member Compensation.

INFORMATION ITEMS

Williams Reports Superintendent Joy C. Gabler reported to the Board that the District received no Williams Complaints for the second quarter (10/1/16 – 12/31/16) of the 2016-2017 school year.

BP 3470 David Endo, Chief Business Official, presented for information the following new Board Policy:

- BP 3470 – Debt Issuance and Management Policy

BP 4033 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following new Board Policy:

- BP 4033 – Lactation Accommodation

BP 4040 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Board Policy:

- BP 4040 – Employee Use of Technology

BP 4112.24 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following deleted Board Policy:

- BP 4112.24 – Teacher Qualifications Under the No Child Left Behind Act

BP 4132, 4332, 4332 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Board Policy:

- BP 4132, 4232, 4332 – Publication or Creation of Materials

BP 4143, 4243 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Board Policy:

- BP 4143, 4243 – Negotiations/Consultation

BOARD POLICIES AND ADMINISTRATION

Claim of Damages Trustee Revious made a motion to reject Claim of Damages: 533381, a minor. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

Resolution #12-17 Trustee Revious made a motion to adopt Resolution #21-17: Placement of Classified Employee on Reemployment List Following Exhaustion of all Available Leaves of Absence. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

2016-17 SARC Trustee Strickland made a motion to approve the updated 2016-2017 School Accountability Report Cards. Trustee Revious seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

Mangini Associates, Inc. Agreement Trustee Strickland made a motion to approve the Architectural Services Agreement with Mangini Associates, Inc. for the exterior painting of Roosevelt and Lincoln schools. Trustee Revious seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

AR 6151 Trustee Revious made a motion to approve the deleted Administrative Regulation 6151 – Class Size. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

BP 6164.2 Trustee Revious made a motion to approve the revised Board Policy 6164.2 – Guidance/Counseling Services. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

AR 6164.2 Trustee Revious made a motion to approve the deleted Administrative Regulation 6164.2 – Guidance/Counseling Services. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

Trustee Revious made a motion to take Personnel items “a” through “d” together. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

Trustee Revious then made a motion to approve Personnel items “a” through “d”.
Trustee Strickland seconded; the motion carried 3-0:

Garcia – Yes
Revious – Yes
Strickland – Yes

The following items were approved:

Temporary Employees/Substitutes/Yard Supervisors

***Item “a” –
Employment***

- Angela Byars-Roberg, Substitute READY Program Tutor, effective 1/9/17
- Angel Fredrick, Short-term Yard Supervisor – 1.0 hr. (Wednesday), Washington, effective 1/18/17 to 6/7/17
- Tara Rodriguez, Kindermusik Coach, Jefferson, effective 1/19/17 to 3/10/17
- Julius Rojas, Short-term READY Program Tutor – 4.5 hrs. (Tuesday), Monroe, effective 1/24/17 to 5/16/17
- Tomas Tafolla, Substitute Alternative Education Program Aide, Educational Tutor K-6, Special Circumstance Aide and Special Education Aide, effective 1/9/17
- Jasmin Williams, Substitute Alternative Education Program Aid and Special Education Aide, effective 1/9/17; Short-term Special Education Aide – 5.75 hrs., Richmond, effective 1/9/17 to 3/3/17

***Item “b” –
Resignations***

- Janie Everett, Teacher, Washington, effective 6/7/17
- Lynette Gonzales, Food Service Worker I – 3.5 hrs., Monroe, effective 1/20/17
- Quinton Green, Yard Supervisor – 3.25 hrs., Simas, effective 1/31/17
- Adam Maldonado, Substitute Custodian I, effective 11/2/16
- Sara Maravilla, Substitute Babysitter and Yard Supervisor, effective 10/20/16
- Leanne Smith, Substitute Yard Supervisor, effective 10/26/16

***Item “c” –
Retirement***

- Eleanor Guerrero, Teacher, Washington, effective 6/7/17

***Item “d” –
Volunteers***

<u>Name</u>	<u>School</u>
Michael Foster	King
Marcos Macias (HESD Employee)	Roosevelt
Amanda Fannin	Washington
Ashley Martin	Washington

FINANCIAL

Resolution #17-17 Trustee Strickland made a motion to approve Resolution #17-17: Resolution of the Board of Trustees of the HESD Establishing an Independent Citizens’ Bond Oversight Committee and Approving Bylaws Therefore. Trustee Revious seconded; motion carried 3-0:

Garcia – Yes
Garner – Yes
Strickland – Yes

**Isom Advisors
Agreement**

Trustee Strickland made a motion to approve the consultant agreement with Isom Advisors for continuous financial advisors and disclosure of finances and bonds. Trustee

Revious seconded; motion carried 3-0:
Garcia – Yes
Garner – Yes
Strickland – Yes

Annual Audit Report

David Endo, Chief Business Official, introduced Samantha Moore of Vavrinek, Trine & Day Company and reviewed the District Audit for the year 2015-2016 with the Board of Trustees.

Trustee Strickland made a motion to accept the annual audit report. Trustee Revious seconded; motion carried 3-0:
Garcia – Yes
Garner – Yes
Strickland – Yes

Adjournment

There being no further business, President Garcia adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert Garcia, President

Lupe Hernandez, Clerk

No	Reason	A/D	Sch Req'd	Home Sch	Date
I-196	FSY	D	Simas	Pioneer	2/08/2017

No	Reason	A/D	Sch Req'd	Home Sch	Date
O-144	O	A	Kit Carson	Washington	2/08/2017
O-145	O	A	Kit Carson	Washington	2/08/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: January 18, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Donation of \$1,079.30 from Jefferson Parent Teacher Club to Jefferson Charter Academy.**PURPOSE:** To be used for student incentives.**FISCAL IMPACT:** Increase of \$1,079.30 to Jefferson General Fund Budget as follows:

0900-1100-0-1110-1000-430000-021-0000	\$100.00
0900-1100-0-1110-1000-575020-021-0000	\$931.00
0900-1100-0-1110-1000-575030-021-0000	\$48.30

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: January 27, 2017

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

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

ITEM: Donation of \$500.00 from Kohl'sPURPOSE: Accept donation of \$500.00 from Kohl's to the Monroe READY program.READY Program Incentives \$500.00
0100-0000-0-1110-4000-430001-024-0077FISCAL IMPACT (if any): \$500.00RECOMMENDATION (if any): Action.**KOHL'S**KOHLS DEPARTMENT STORES, INC.
COMMUNITY RELATIONS - AIA
N56W17000 RIDGEWOOD DR.
MENOMONEE FALLS WI 53051-5660PAY TO THE
ORDER OF:HANFORD ELEMENTARY SCHOOL DISTRICT
PARENTS CLUBS READY
ATTN CAROLYN HUDGINS
511 W MALONE ST
HANFORD CA 93230-2827CHECK
NUMBER: 1040482512-1
750

January 17, 2017

*** VOID AFTER 90 DAYS ***

AMOUNT
\$500.00Security features
Included.
Details on back.Five Hundred And 00/100 Dollars

Authorized Signatures

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider adopting Resolution #23-17: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the January 25, 2017 meeting due to hardship deemed acceptable by the Board.

FISCAL IMPACT: Not to exceed \$250.

RECOMMENDATIONS: Adopt Resolution #23-17.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 23-17
Board of Trustees
Hanford Elementary School District**

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

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

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

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held January 25, 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 8th day of February, 2017 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert Garcia, President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Doug Carlton

DATE: January 24, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

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

ITEM: Receive for information a report from the Parent Advisory Committee from the meeting held on October 25, 2016.

PURPOSE: The Parent Advisory Committee advises the board on the Local Control Accountability Plan (LCAP).

FISCAL IMPACT: Parent Advisory Committee is a requirement of receiving funding under the Local Control Funding Formula.

Hanford Elementary School District



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

Date of Meeting: October 25, 2016
Starting Time: 10:00 a.m.
Location: District Office Board Room, 714 N. White Street

Purpose of the Meeting: To provide stakeholders with the opportunity to provide input into the district's Local Control Accountability Plan.

The Parent Advisory Committee (PAC) received information on the following topics:

- The purpose and function of the PAC along with the responsibilities of the individual members.
- The Local Control Accountability Plan (LCAP)
 - The purpose and scope of the LCAP
 - The district's goals for student achievement
 - The Expected Outcomes for the LCAP (Things we can measure to determine whether we are meeting our goals.)
 - Services provided to students under each of the district's goals.
 - Student achievement on the 2015-2016 CAASPP (state tests)

The PAC made the following recommendations:

- Continue to provide services to students under the LCAP.
- Continue to receive input from the PAC on the review, development, and implementation of the LCAP.
- Continue to provide the PAC with information on student achievement in the district.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lucy Gomez

DATE: January 24, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

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

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) for the meeting held on October 26, 2016.

PURPOSE: The DELAC advises the board on the educational programs and services for English learners, the Local Control Accountability Plan, and the district's annual needs assessment.

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

Hanford Elementary School District



Hanford Elementary School District (HESD) District English Learner Advisory Committee Report to the Board of Trustees

Date of Meeting: October 26, 2016
Starting Time: 10:00 a.m.
Location: District Office Board Room, 714 N. White Street

Purpose of the Meeting: To train members in their roles and responsibilities; to advise the governing board on the development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement; to advise the governing board on the district's annual needs assessment.

The DELAC received information on the following topics:

- The purpose and function of the DELAC along with the responsibilities of the individual members.
- The Local Control Accountability Plan
- The Title III Action Plan for English Learners
- The Local Agency Plan (LEAP)
- Single Plans for Student Achievement (school plans)
- The School Family Compact
- The Uniform Complaint Process

The DELAC made the following recommendations:

- Continue to provide the DELAC with information on the district's plans
 - LCAP
 - Title III Action Plan
 - LEAP
 - School Plans
- Continue to receive input from the DELAC on the review, development, and implementation of the district's plans
- Continue to provide the DELAC with information on the achievement of the district's English learners
- Continue to provide the DELAC with information on services and programs for English learners

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

ITEM: Approve Board Policy 5141.52 – Suicide Prevention

PURPOSE: The following policy outlines the district's attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

FISCAL IMPACT: None**RECOMMENDATIONS:** For information

Hanford ESD

Board Policy

Suicide Prevention

BP 5141.52

Students

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The district's health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Mental, emotional and social development is addressed through thoughtful and meaningful dialogue with students and open and honest discourse with students and designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee may offer parents/guardians education or information which

describes the severity of the youth suicide problem, the district provides referrals to outside agencies to assist families whose children exhibit risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

Staff Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior

3. Instructional strategies for teaching the suicide prevention and promoting mental and emotional health

4. School and community resources and services

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal and/or designee, school counselor or school psychologist. The principal and/or designee, school counselor or school psychologist shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

(cf. 5141 - Health Care and Emergencies)

Students shall be encouraged to notify a teacher, school administrator, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall immediately notify the appropriate adult to act in the appropriate manner to ensure the safety of the student.

(cf. 5138 - Conflict Resolution/Peer Mediation)

The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

Legal Reference:

EDUCATION CODE

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Youth Suicide-Prevention Guidelines for California Schools, 2005

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

CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS

California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001

WEB SITES

American Psychological Association: <http://www.apa.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Mental Health, Children and Youth Programs:

http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>


National Institute for Mental Health: <http://www.nimh.nih.gov>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Administrative Regulation for information.

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

- AR 4115 – Evaluation/Supervision (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel

AR 4115 (a)

EVALUATION/SUPERVISION

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

1. The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

2. Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria in the negotiated contract is revised.

(cf. 4141/4241 - Collective Bargaining Agreement)

Frequency of Evaluations

3. The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuous basis at least every other year. (Education Code 44664)
4. If the evaluator and employee agree, a permanent employee shall be evaluated at least every five years if all of the following conditions are met:
 - a. The employee has been employed by the District at least 10 years.
 - ~~b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.~~
 - eb. The employee's previous evaluation rated him/her as meeting or exceeding standards.
 - dc. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4116 - Probationary/Permanent Status)

AR 4115 (b)**EVALUATION/SUPERVISION****Below Standard Performance**

5. Permanent employees who receive an unsatisfactory evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district. (Education Code 44664)

(cf. 4117.4 - Dismissal)

6. Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664).

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Evaluation Criteria

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting District standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments.

(cf. 6011 – Academic Standards)

(cf. 6162.5 – Student Assessment)

2. The instructional techniques and strategies used by the employee.

3. The employee's adherence to curricular objectives.

(cf. 6010 – Goals and Objectives)

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

AR 4115 (c)**EVALUATION/SUPERVISION**

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

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

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to ~~teacher~~teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. ~~4139 – Peer Assistance and Review~~)

(cf. 4131.1 – Teacher Support and Guidance)

Regulation

approved: July 1997

revised: November 7, 2001

revised: January 12, 2005

revised: September 6, 2006

revised: December 10, 2014


revised: _____, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

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

ITEM: Receive the following revised Administrative Regulation for information.

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

- AR 4112 – Appointment and Conditions of Employment (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

All Personnel

AR 4112 (a)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Upon recommendation from the Superintendent or designee, the **Governing** Board ~~of Trustees~~ shall approve the appointment of all certificated personnel. The position and start date shall be reported to the Board at a regular meeting.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy- (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy- (Education Code 44252.5, 44830)

~~3. When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations. (20 USC 6319)~~

3. Submit to fingerprinting as required by law (Education Code 44830.1)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Intern)

4. ~~Submission of fingerprints for a criminal background check required for employment purposes, and clearance by the Department of Justice. (Education Code 44830)~~ **Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)**

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4118 Dismissal/Suspension/Disciplinary Action)

~~5. No conviction of a violent or serious felony as defined in Penal Code Sections 667.5 and 1192.7, unless the individual has received a certificate of rehabilitation and pardon. (Education Code 44830.1)~~

6. **5. Not have been convicted** of any sex offense as defined in Education Code 44010- (Education Code 44836)

~~7. No conviction of any controlled substance offenses as defined in Education Code 44011- (Education Code 44836)~~

AR 4112 (b)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

~~8. No record of the determination that the individual is a sexual psychopath pursuant to Welfare and Institution Code 6300-6332. (Education Code 44837)~~

96. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16: (Penal Code 290.95)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

~~109.~~ Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required ~~by law~~ **by law** and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 5148 Child Care and Development)

(cf. 5148.3 – Preschool/Early Childhood Education)

10. Submit to drug and alcohol testing as required by Board policy

(cf. 4112.41/4212.41/4312.41 – Employee Drug Testing)

11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service ~~document~~ or, if no such document is available, other suitable evidence of the termination of ~~military~~ service: (Education Code 44838)

12. File the oath or affirmation of allegiance required by Government Code 3100-3109:

(cf. 4112.3/4212.3/4312.3 – Oath or Affirmation)

13. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy, administrative regulation, or standard district employment procedures.

(cf. 4112.8/4212.8/4312.8 – Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44008 Effect of termination of probation

44009 Conviction of specified crimes; definitions

44010 Sex offense

44011 Controlled substance offense

44066 Limitation on certification requirements

44250-44277 Credential types

44330 Effect of registration of certification document

AR 4112 (c)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

44830.1 *Felons; certificated positions; criminal record summary; fingerprints*
 44836 *Employment of person convicted of sex offenses or controlled substance offenses*
 44837 *Employment of sexual sociopath*
 44838 *Statement of military service*
 44839 *Medical certificate*
 44839.5 *Medical certificate for retirant*
 49406 *Examination for tuberculosis*
GOVERNMENT CODE
 3100-3109 *Oaths or affirmations of allegiance for disaster service workers and public employees*
 12940-12950 *Unlawful employment practices*
HEALTH AND SAFETY CODE
1596.7995 *Immunization requirements for employees in child care center or preschool*
1597.055 *Teachers in day care centers*
PENAL CODE
 290 *Registration of sex offenders*
 290.95 *Disclosure by persons required to register as sex offenders*
 667.5 *Prior prison terms, enhancement of prison terms*
 1192.7 *Plea bargaining limitation*
WELFARE AND INSTITUTIONS CODE
 6300-6332 *Sexual psychopaths*
CODE OF REGULATIONS, TITLE 5
 6100-6125 *Teacher qualifications, No Child Left Behind Act*
~~**UNITED STATES CODE, TITLE 20**~~
~~6319 *Highly qualified teachers*~~
~~7801 *Definitions, highly qualified teacher*~~
~~**CODE OF FEDERAL REGULATIONS, TITLE 34**~~
~~200.55-200.57 *Highly qualified teachers*~~

Regulation

adopted: November 7, 2001

revised: November 1, 2004

revised: _____, 2017**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: David Goldsmith
 DATE: January 18, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM: Out-of-state travel for Interop ITX Conference and Professional Development

PURPOSE: Interop ITX is the only independent Conference for technology leaders where attendees can find trusted education developed by a team of objective practitioners and content professionals in the core areas needed to keep current on the skills and technology relevant to our mission and operations. With our District's current and impending technology infrastructure and data security initiatives, having up-to-date knowledge of the latest advancements in networking, security, and data analytics solutions would be key to ensuring that District technology expenditures are properly aligned with the needs and goals of the organization.

The Interop ITX 2017 Conference takes place on May 15-19, and is located in Las Vegas, Nevada.

FISCAL IMPACT: \$3100 from HESDnet training budget

RECOMMENDATION: Approve attendance for David Goldsmith

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: January 9, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM: Approve Consolidated Application for Funding Categorical Aid Programs (Winter Release)

PURPOSE: The Consolidated Application is the online process that is used to apply for, and report on several federal and state categorical aid programs including:

Title I	Low Income Students: \$3,161,611
Title II	Teacher Quality: \$325,731
Title III	English Learners: \$236,824

FISCAL IMPACT: Approximately \$3,724,166 in categorical funding is requested through the Consolidated Application.

RECOMMENDATION: Approve the Consolidated Application for Funding Categorical Aid Programs

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: January 9, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

ITEM:

Consider approval of the updated 2016-2017 HESD Local Education Agency Plan (LEAP) Addendum and Title III Action Plan for English Learners.

PURPOSE: To provide professional development for teachers, to improve the academic achievement of students from low income families, and to ensure English learners attain proficiency in English.

FISCAL IMPACT: Approximately \$3.7 million in federal Title I, Title II, and Title III aid.

RECOMMENDATION:

Approve the updated LEAP addendum and Title III Year 4 Action Plan for English Learners for 2016-2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
 FROM: Liz Simas
 DATE: January 27, 2017

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

Date you wish to have your item considered: 02/08/17

ITEM: Consider for adoption the Comprehensive Safety Plan for the following schools:

Hamilton School	Roosevelt School
Lincoln School	Washington School
Jefferson Charter Academy	Simas School
Monroe School	Community Day School
King School	John F. Kennedy Jr. High School
Lee Richmond School	Woodrow Wilson Jr. High School

PURPOSE: Students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. It is mandated that each school site develop and forward to the Board of Trustees, for approval, a Comprehensive Safety Plan relevant to the needs and resources of that particular school in order ensure a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.


FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consultant Contract with Bright Bytes, Clarity Platform

PURPOSE: Clarity Platform will be used for gathering data from stakeholder groups. Data will be analyzed and utilized to inform technology related decisions.

FISCAL IMPACT: \$10,203.30

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the Woodrow Wilson Jr. High School Roof project.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services for the reroof of the 400 Wing and Locker Rooms at Wilson Jr. High School.

FISCAL IMPACT:

The estimated architect's fee for this project is \$15,000.

RECOMMENDATION:

Approve Architectural Services Agreement with Mangini Associates, Inc. - for the Woodrow Wilson Jr. High School Roof project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan **GM**

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider authorization to solicit bids for the exterior painting of Roosevelt and Lincoln Elementary schools.

PURPOSE:

The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project on June 5th. The entire project will be required to be completed before July 31st.

FISCAL IMPACT:

The total estimated cost for labor and materials on this project is \$300,000.

RECOMMENDATION:

Authorize the solicitation of bids for the exterior painting of Roosevelt and Lincoln Elementary schools.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM

Consider approval of agreement with Hazard Management Services for the inspection, testing and monitoring of lead and asbestos for the Buelah property demolition project.

PURPOSE

To test and monitor the abatement of lead and asbestos in components that test positive for Buelah property demolition.

FISCAL IMPACT

The estimated fee for this agreement is \$4,100.

RECOMMENDATION

Approve agreement with Hazard Management Services for the inspection, testing and monitoring of lead and asbestos for the Buelah property demolition project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM

Consider approval of agreement with Hazard Management Services for the inspection, testing and monitoring of asbestos for the Woodrow Wilson Jr. High School Asbestos Flooring Abatement project.

PURPOSE

To test and monitor the abatement of asbestos in components that test positive for the 400 Wing and Coach's Office at Wilson Jr. High School.

FISCAL IMPACT

The estimated fee for this agreement is \$11,700.

RECOMMENDATION

Approve agreement with Hazard Management Services for the inspection, testing and monitoring of asbestos for the Woodrow Wilson Jr. High School Asbestos Flooring Abatement project.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 02/08/2017

ITEM:

Consider adoption of the following new Board Policy:
BP 3470 Debt Issuance and Management Policy

PURPOSE:

This Debt Management Policy (the "Policy") provides written guidelines for the issuance of indebtedness by the Hanford Elementary School District (the "District") in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the following Board Policy:
BP 3470 Debt Issuance and Management Policy

Hanford ESD

Board Policy

Debt Issuance and Management Policy

BP 3470

Business and Noninstructional Operations

This Debt Management Policy (the “Policy”) provides written guidelines for the issuance of indebtedness by the Hanford Elementary School District (the “District”) in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

Article I

Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District’s capital improvement program.
- (4) Establishing policy goals related to the District’s planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

Article II

Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the “State”) authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the “debt limitation” formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by school districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.* Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANs”) is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District’s annual operating budget.

The District’s Superintendent, or Chief Business Official (“CBO”), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Kings County Treasurer and Tax Collector, and internal temporary interfund borrowing.

Article III

Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANs, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or COPs for public facilities, property, and equipment.

C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

Article IV

Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Section 4.02. Capital Improvement Program

The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Section 4.03. Refunding and Restructuring Policy

A. Considerations for Refunding.

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.

2. Net Present Value Analysis. The CBO shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.

3. Maximization of Expected Net Savings. Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District's expected net savings over the life of the bonds.

4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

Article V

Policy Goals Related to District's Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.
2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
5. The District shall consider market conditions and District cash flows when timing the issuance of debt.
6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.
7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.
8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.
9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.
10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

Article VI

Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Section 6.01. Structure of Debt Issues

A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the final maturity of the debt shall be equal to or less than the useful life of the assets being financed, and the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

B. Debt Structure:

1. GO Bonds:

a. *New Money Bond Issuances*: For new money bond issuances, the District shall size the bond issuance consistent with the “spend-down” requirements of the Internal Revenue Code and within any limits approved by the District’s voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District’s bond issuance.

b. *Refunding Bond Issuances*: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.

c. *Maximum Maturity*: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Section 6.02. Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District’s voters; and

2. The CBO shall have the responsibility, no less often than annually, to provide to the District’s Board of Trustees a written report which shall contain at least the following information:

(i) The amount of the Bonds proceeds received and expended during the applicable reporting period; and

- (ii) The status of the acquisition, construction or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the GO Bonds.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the GO Bonds. These requirements shall apply only until the earliest of the following: (i) all the GO Bonds are redeemed or defeased, but if the GO Bonds are refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the GO Bonds, or any investment earnings thereon, are fully expended.

3. The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.


4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

Hanford Elementary School District

Adopted on February 8, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

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

ITEM: Consider adoption of the following new Board Policy.

PURPOSE: The following new Board Policy is necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates.

- BP 4033 – Lactation Accommodation (new)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

NEW BOARD POLICY

All Personnel

BP 4033

LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

BP 4033 (b)


LACTATION ACCOMMODATION*LABOR CODE**1030-1033 Lactation accommodation**CODE OF REGULATIONS, TITLE 2**7291.2-7291.16 Sex discrimination; pregnancy and related medical conditions**UNITED STATES CODE, TITLE 29**207 Fair Labor Standards Act; lactation accommodation**FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS**Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009**Management Resources:**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS**Rest Periods/Lactation Accommodation, Frequently Asked Questions**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS**Minimum Requirements of the California Lactation Accommodation Law**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**Lactation Support Program Toolkit**FEDERAL REGISTER**Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079**OFFICE OF THE SURGEON GENERAL PUBLICATIONS**The Surgeon General's Call to Action to Support Breastfeeding, 2011**HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS**The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008**U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS**Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010**WEB SITES**California Department of Industrial Relations, Division of Labor and Standards Enforcement:**<http://www.dir.ca.gov/dlse>**California Department of Public Health: <http://www.cdph.ca.gov>**California Women, Infants and Children: <http://www.wicworks.ca.gov>**Centers for Disease Control and Prevention: <http://www.cdc.gov>**Health Resources and Services Administration: <http://www.hrsa.gov>**Office of the Surgeon General: <http://www.surgeongeneral.gov>**U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:**<http://www.dol.gov/whd/nursingmothers>*

Policy
 adopted: _____, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

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

ITEM: Consider adoption of the following revised Board Policy.

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

- BP 4040 – Employee Use of Technology (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Personnel

BP 4040(a)

EMPLOYEE USE OF TECHNOLOGY

A. The Governing Board of Trustees recognizes that ~~technology can~~ technological resources enhance employee performance by ~~improving access to and exchange of information,~~ offering effective tools to assist in providing a quality instructional program, ~~and,~~ facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn ~~the~~ to use of ~~the~~ the available ~~electronic~~ technological resources that will assist them in the performance of their jobs. ~~Staff job responsibilities. As needed, employees shall receive training~~ professional development in the appropriate use of these resources, ~~as needed.~~

(cf. 0440 - District Technology Plan)

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

(~~cf. 1100 - Communication with the Public~~)

(~~cf. 1113 - District and School Web Sites~~)

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

(~~cf. 4032 - Reasonable Accommodation~~)

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

(~~cf. 4231 - Staff Development~~)

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

B. Employees shall be responsible for the appropriate use of technology and shall use ~~the district's electronic resources only~~ district technology primarily for purposes related to their employment. ~~Such use is a privilege which may be revoked at any time.~~

(~~cf. 4119.25/4219.25/4319.25 - Political Activities of Employees~~)

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

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

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

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

(~~cf. 4119.25/4219.25/4319.25 - Political Activities of Employees~~)

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

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

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

(~~cf. 6163.4 - Student Use of Technology~~)

C. ~~Computer files and communications over electronic networks, including e-mail and voice mail, are not private and employees shall have no expectation of privacy in their use of District technology. The District's technological resources shall not be used to transmit confidential information about students, employees, or district affairs.~~

(~~cf. 4119.23/4219.23/4319.23 - Confidential/Privileged Information~~)

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.

EMPLOYEE USE OF TECHNOLOGY

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

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 Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

~~D. The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee reserves the right to search and/or may monitor; employee usage of district technology at any time and without advance notice or consent; information created, saved, accessed, and for any reason allowed by law, sent, received and/or stored in any format by any District employee on District equipment or any equipment connected to the District's network, including e-mail and voice mail systems. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access when the employee is absent.~~

E. In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to The Superintendent or designee, shall establish administrative regulations which outline employee obligations and responsibilities related to the use of technology, and may establish guidelines and limits on the

Inappropriate use of technological resources. Employees who fail to abide by these regulations shall be subject to district technology may result in a cancellation of the employee's user privileges, disciplinary action, revocation of the user account and/or legal action as appropriate in accordance with law, Board policy and administrative regulation.

EMPLOYEE USE OF TECHNOLOGY

~~(cf. 4118 - Suspension Compulsory Leave - Certificated Personnel)~~

~~(cf. 4218 - Dismissal/Disciplinary Action - Classified Personnel)~~

~~(cf. 4318 - Disciplinary Action - Management, Supervisory, and Confidential Employee)~~

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

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

F. ~~All employees using these resources shall receive copies of related policies, regulations, and guideline.~~

G. ~~In the event that the use of an electronic resource affects the working conditions of one or more represented employees, the Superintendent or designee shall notify the employees' exclusive representative.~~

~~(cf. 4143/4243 - Contract Negotiations)~~

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology 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 47

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

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

BP 4040(d)

EMPLOYEE USE OF TECHNOLOGY

Management Resources:

WEB SITES

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

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

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

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

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

Policy

adopted: November 7, 2001

revised: May 5, 2010


revised: _____, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

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

ITEM: Consider deleting the following Board Policy.

PURPOSE: CSBA recommends deleting the following Board Policy as it is no longer relevant due to the elimination of the No Child Left Behind Act.

- BP 4112.24 – Teacher Qualifications Under the No Child Left Behind Act
(delete)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

DELETE

Certificated Personnel _____ **BP 4112.24(a)**

~~TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT~~

~~Recognizing the importance of teacher effectiveness in improving student achievement, the Board of Trustees desires to recruit and hire teachers who possess the subject matter knowledge and teaching skills required by the Federal No Child Left Behind (NCLB) Act.~~

~~(cf. 4112.2—Certification)~~

~~(cf. 4112.21—Interns)~~

~~(cf. 4112.22—Staff Teaching Students of Limited English Proficiency)~~

~~(cf. 4112.23—Special Education Staff)~~

~~(cf. 6170—Title I Programs)~~

~~All teachers employed to teach core academic subjects shall be “highly qualified” as defined by federal law and the State Board of Education. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)~~

~~The Superintendent or designee shall inform teachers of NCLB requirements and shall identify the additional qualifications, if any, that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.~~

~~The Superintendent or designee shall monitor the distribution of “highly qualified” teachers among district schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.~~

~~(cf. 0520—Intervention for Underperforming Schools)~~

~~(cf. 0520.2—Title I Program Improvement Schools)~~

~~(cf. 0520.4—Quality Education Investment Schools)~~

~~(cf. 4113—Assignment)~~

~~(cf. 4114—Transfers)~~

~~The Superintendent or designee shall report to the Board on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a “highly qualified” teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)~~

~~(cf. 4131—Staff Development)~~

~~Legal Reference: (see next page)~~

BP 4112.24(b)

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT*Legal Reference:*EDUCATION CODE*44500-44508 Peer Assistance and Review Program for Teachers**44662 Performance evaluation; Stull Act review**44664 Teacher evaluation; program to improve performance**44865 Alternative programs*CODE OF REGULATIONS, TITLE 5*6100-6126 Teacher qualifications, No Child Left Behind Act**80021 Short term staff permit**80021.1 Provisional internship permit**80089.3-80089.4 Subject Matter authorizations*UNITED STATES CODE, TITLE 20*1401 Definition of highly qualified special education teacher**6311 Parental notifications**6312 Title I local educational agency plan**6314 Schoolwide programs**6315 Targeted assistance schools**6319 Highly qualified teachers**7345-7345b Small Rural Schools Achievement Program**7801 Definitions, highly qualified teacher*CODE OF FEDERAL REGULATIONS, TITLE 34*200.55-200.57 Highly qualified teachers**200.61 Parent notification regarding teacher qualifications**300.18 Highly qualified teachers**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings, January 2007**NCLB Teacher Requirements Resource Guide, March 1, 2004*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS*Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002**Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001**California Standards for the Teaching Profession, July 1997*U.S. DEPARTMENT OF EDUCATION GUIDANCE*Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006**New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004**Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised October 5, 2006*WEB SITES*CSBA: <http://www.esba.org>**California Department of Education: <http://www.cde.ca.gov>**Commission on Teacher Credentialing: <http://www.ctc.ca.gov>**U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>*Policy _____ **HANFORD ELEMENTARY SCHOOL DISTRICT**

adopted: November 10, 2004 _____ Hanford, California


revised: September 6, 2006

revised: October 17, 2007

revised: September 2, 2009

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

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

ITEM: Consider adoption of the following revised Board Policy.

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

- BP 4132, 4232, 4332 – Publication or Creation of Materials (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Personnel

BP 4132 (a)

4232

PUBLICATION OR CREATION OF MATERIALS

4332

~~A. The Board of Trustees recognizes that district employees may create copyright materials at work, at home, or both at work and at home. The development of copyright materials during, or in part during, the work day shall be approved by the Superintendent or designee. However, the Superintendent or designee's approval or lack of approval shall not affect the district's ownership of copyrights for materials developed during work hours.~~

- ~~1. Materials written or developed by an employee during the normal work day are considered district property.~~
- ~~2. Materials developed during both school and leisure hours are owned jointly by the employee and the district. In such cases, the Superintendent or designee shall ensure that a contractual agreement is made, clarifying the joint ownership. A partnership entity may be created to hold the copyright on behalf of both parties.~~

The Governing Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of district operations.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

(cf. 3600 - Consultants)

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the district.

(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the Superintendent or designee shall negotiate a contract with the employee to protect the district's right as to the ownership or partial ownership of the copyright.

(cf. 3312 - Contracts)

BP 4132 (b)

4232

4332

PUBLICATION OR CREATION OF MATERIALS

The Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying the district's right to ownership of the copyright of any work produced by the contractor or consultant for the district.

~~B.~~—~~The Board~~Superintendent or designee may secure copyrights in the name of the district for all ~~copyright~~copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district. (Education Code 35170)

~~C.~~—~~The Board may market or license any noneducational mainframe electronic software developed by the district. Proceeds from this marketing or licensing shall be used exclusively for educational purposes.~~

*Legal Reference:*EDUCATION CODE

32360 Copyrights; use of funds

32361 Copyrights; use of employee work time

35170 Authority to secure copyrights

35182 Marketing or licensing noneducational mainframe electronic data-processing software

60076 Royalties or other compensation

LABOR CODE

2870-2872 Inventions made by an employee

UNITED STATES CODE, TITLE 17101-122 Subject matter and scope of copyright201 Copyright ~~Law~~ownership and transfer~~201(a) Copyright Law~~COURT DECISIONSCommunity for Creative Non-Violence v. Reid (1989) 490 U.S. 730*Management Resources:*WEB SITESCopyright Clearance Center: <http://www.copyright.com>Copyright Society of the USA: <http://www.csusa.org>U.S. Copyright Office: <http://www.copyright.gov>

Policy


adopted: November 7, 2001

revised: , 2017**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: January 30, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

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

ITEM: Consider adoption of the following revised Board Policy.

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

- BP 4143, 4243 – Negotiations/Consultation (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Certificated and Classified PersonnelBP 4143 (a)
4243**NEGOTIATIONS/CONSULTATION**

The Governing Board recognizes its responsibility to represent the public's interests in the collective bargaining process. In ~~negotiating~~ratifying agreements on employee contracts, the Board shall balance the needs of staff and the priorities of the district in order to provide students with a high-quality instructional program based on a sound, realistic budget.

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 4140/4240 - Bargaining Units)

(cf. 4141/4241 - Collective Bargaining Agreement)

The Board shall negotiate in good faith with exclusive employee representatives on wages, hours of employment, and other terms and conditions of employment identified in law as being within the scope of representation. (Government Code 3543.2)

The Board believes that effective negotiations require the input of all levels of the administration. The Board shall establish a bargaining team to assist in analyzing contract provisions and conducting contract negotiations.

The Board and Superintendent shall provide its negotiator(s) with expected outcomes and clear parameters for acceptable contract provisions which promote the realization of district goals and priorities.

When the district intends to make any change to matters within the scope of representation, it shall give reasonable written notice of its intent to the exclusive representative for the purpose of providing the exclusive representative a reasonable amount of time to negotiate with the district regarding the proposed changes. (Government Code 3543.2)

A reasonable number of representatives of the employee organization shall have the right to receive reasonable periods of released time without loss of district compensation when meeting and negotiating and/or for the processing of grievances. (Government Code 3543.1)

The Board ~~with~~and its bargaining team shall establish standards of conduct pertaining to the negotiations process for ~~individual Board members and~~ members of the bargaining team. Certain meetings related to negotiations shall ~~not be held in closed session~~open to the public in accordance with Government Code 3549.1 ~~when not~~and 54957.6, except as otherwise required by ~~state open meeting laws (the Brown Act) to be held in public~~law. Matters discussed in these meetings shall be kept in strict confidence In accordance with law.

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

(cf. 9010 - Public Statements)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board and its negotiator(s) shall not knowingly provide the employee organization with inaccurate information regarding the financial resources of the district. (Government Code 3543.5)

NEGOTIATIONS/CONSULTATION

The Board shall closely monitor the progress of negotiations and carefully consider how proposed contract provisions would affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

(cf. ~~3100 - Budget~~)

The Board and/or Superintendent or designee shall keep the public informed about the progress of negotiations and the ways in which negotiations may affect district goals unless otherwise agreed upon by the district and exclusive representative.

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

Whenever the district has a qualified or negative certification on an interim fiscal report, it shall allow the county office of education at least 10 working days to review and comment on any proposed agreement with exclusive representatives of employees. The district shall provide the County Superintendent of Schools with all information relevant to gain an understanding of the financial impact of any final collective bargaining agreement. (Government Code 3540.2)

(cf. 3460 - Financial Reports and Accountability)

Once the final terms of the agreement have been ratified by the membership of the employee organization, the contract shall be presented to the Board at a public meeting for acceptance.

Any agreement adopted by the Board may be for a term not to exceed three years. (Government Code 3540.1)

In the event of an impasse in negotiations, the ~~Board~~district shall participate in good faith in ~~state~~ mediation and fact-finding procedures pursuant to Government Code 3548-3548.8. (Government Code 3543.5)

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

Following adoption of the collective bargaining agreement, any subsequent amendments shall be executed in writing and ratified by the Board and the employees' exclusive representative.

Consultation

The exclusive representative of certificated staff may consult with the Board on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 9310 - Board Policies)

Legal Reference: see next page

NEGOTIATIONS/CONSULTATION

Legal Reference: see next page

EDUCATION CODE

44987 Service as officer of employee organization (certificated)

45210 Service as officer of employee organization (classified)

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

California Public Employee Relations: <http://cper.berkeley.edu>

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

Public Employment Relations Board: <http://www.perb.ca.gov>

State Mediation and Conciliation Service (SMCS): <http://www.dir.ca.gov/csmcs/smcs.html> ~~html~~ [aspx](#)
(10/95) 3/07

Policy

adopted: October 23, 1996

revised: November 7, 2001

revised: September 5, 2007

revised: , 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: January 30, 2017

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

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

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes/Yard Supervisors

- Andrice Dean, Substitute Yard Supervisor, effective 1/18/17
- Joseph Britton, 8th Grade Boys Baseball Coach, Wilson, effective 2/21/17 to 5/8/17
- Maria Herrera Gamboa, Substitute Yard Supervisor, effective 1/23/17
- Leonard Landeros, 7th Grade Boys Baseball Coach, Wilson, effective 2/21/17 to 5/8/17
- Veronica Martin, Short-term Yard Supervisor – 1.25 hrs. (M,T,Th,F) and 1.0 hr. (W), Jefferson, effective 1/23/17 to 4/7/17
- Martha Murillo, Short-term Media Services Aide – 5.5 hrs., King, effective 1/23/17 to 4/21/17
- Marisol Ayala Navarro, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 1/30/17 to 4/7/17
- Julyssa Villagomez, Substitute Alternative Education Program Aide, Clerk Typist I, READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 1/27/17

b. Resignations

- Laura Kishman, Teacher, Roosevelt, effective 6/7/17
- Lissette Libby, School Nurse, Special Services, effective 6/7/17
- Udocia "Leonor" Littlejohn, Food Service Worker I – 3.0 hrs., Washington, effective 2/10/17
- Juan Nunez Jr., Substitute Yard Supervisor, effective 12/16/16

c. Retirement

- Elizabeth "Liz" Simas, Child Welfare and Attendance Coordinator, District Office, effective 6/30/17
- Evelyn Smiley, Special Education Aide – 5.0 hrs., Lincoln, effective 6/7/17

d. More Hours

- Margaret Blasko, Yard Supervisor, from 2.0 hrs. to 3.25 hrs., Simas, effective 2/1/17
- Hannah Bruner, Yard Supervisor, from 2.0 hrs. to 3.0 hrs., Simas, effective 2/1/17
- Destiny Ramirez, Yard Supervisor, from .50 hr. to 1.5 hrs., Simas, effective 2/1/17

e. More Hours/Transfer

- Tammy Morrison, Food Service Worker I, from 3.25 hrs., Hamilton to 3.5 hrs., Monroe, effective 1/23/17

f. Temporary Transfer

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 1/19/17 to 2/24/17

g. Temporary Out of Class Assignment

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 1/19/17 to 2/24/17

h. Leave of Absence

- Sonia Mena, Yard Supervisor – 3.75 hrs., Jefferson, effective 1/9/17 to 1/31/17, medical

i. Volunteers

<u>Name</u>	<u>School</u>
Kelly Condie	Hamilton
Jenny Delgado (HESD Employee)	Hamilton
Bradley Reinhart	Hamilton
Deborah Thomas	Hamilton
Diana Alanis	Jefferson
Shantieria Carrington	Jefferson
Alberta Espinoza	King
Ronnie Williams (HESD Employee)	King
Alicia Carranza	Monroe
Alma Contreras	Monroe
Elizabeth Guerrero	Monroe
Geneva Martinez	Monroe
Veronica Padilla	Monroe
Lina Rodrigues	Monroe

i. Volunteers (cont.)

<u>Name</u>	<u>School</u>
Alejandro Acevedo (HESD Employee)	Richmond
James Aspeitia	Simas
Nadine Butler	Simas
Jarrold King (HESD Employee)	Simas
Yolanda Arellano Perez	Washington
Freda Delgadillo (HESD Employee)	Washington
Kayla Delgado	Washington
Marilyn Hensley	Washington
Guadalupe Hernandez (HESD Employee)	Hamilton/Roosevelt
Lina Tuon (HESD Employee)	Hamilton/Roosevelt

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/30/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 02/08/2017

ITEM:

Consider adoption of Debt Issuance and Management Policy resolution.

PURPOSE:

Senate Bill 1029 amended Government Code 8855 requiring all public agencies to certify 30 days prior to the time bonds are sold that it has adopted local debt policies addressing the topic set forth in government code 8855(i). This resolution certifies that the Board has approved Board Policy 3470 Debt Issuance and Management Policy.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the Debt Issuance and Management Policy resolution.

RESOLUTION NO. 18-17**RESOLUTION OF THE BOARD OF TRUSTEES OF THE HANFORD
ELEMENTARY SCHOOL DISTRICT APPROVING A DEBT ISSUANCE AND
MANAGEMENT POLICY IN ACCORDANCE WITH S.B. 1029**

WHEREAS, the State legislature has recently enacted S.B. 1029, amending Government Code Section 8855, which requires all public agencies to certify 30 days prior to the time bonds are sold, that it has adopted local debt policies addressing the topics set forth in Government Code Section 8855(i); and

WHEREAS, the Board of Trustees (the “Board”) of the Hanford Elementary School District (the “District”) expects to issue bonds pursuant to its Measure U authorization; and

WHEREAS, from time-to-time the District has the opportunity to consider other forms of debt issuance; and

WHEREAS, the Board desires to adopt a Debt Issuance and Management Policy in compliance with Government Code Section 8855;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE HANFORD ELEMENTARY SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. The Board finds and determines that the foregoing recitals are true and correct.

Section 2. The Board approves the Debt Issuance and Management Policy attached hereto.

Section 3. Officers of the Board are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this 8th day of February, 2017.

BOARD OF TRUSTEES OF THE HANFORD
ELEMENTARY SCHOOL DISTRICT

President

ATTEST:

Secretary

STATE OF CALIFORNIA)
)ss
KINGS COUNTY)

I, _____, do hereby certify that the foregoing Resolution No. 18-17 was duly adopted by the Board of Trustees of the Hanford Elementary School District at a meeting thereof held on February 8, 2017 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: _____
Secretary