

Hanford Elementary School District

ANNUAL ORGANIZATIONAL MEETING AGENDA

Wednesday, December 13, 2017

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

OPEN SESSION

5:30 p.m.

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

1. BOARD ORGANIZATION

Election and appointment of officer

- President
- Vice President
- Clerk

Designate trustee participation on district committees

- Budget Committee (2)
- Kings County School Board Association (1)
- HESD Educational Foundation (1)
- Jefferson Charter Academy Governance Council (1)

Adopt Board Meeting Calendar for 2018

2. 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

3. 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 November 3, 2017; November 13, 2017; November 17, 2017; November 27, 2017 and December 1, 2017.
- b) Approve minutes of Regular Board Meeting held on November 8, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$53.73 from Shoparoo.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- e) Approve donation of jackets and sweatshirts from All Valley Youth Football League.
- f) Approve donation of dictionaries from The Hanford Rotary Club.
- g) Approve donation of \$1,100.00 from Hamilton Parent Teacher Club.
- h) Approve donation by of a Kenmore Side by Side Refrigerator/Freezer from Ron Riso to the Woodrow Wilson Parent Club.
- i) Approve donation of \$142.00 from Spirit and Pride.
- j) Approve donation of two (2) bicycles from London Properties.
- k) Approve donation of \$2,516.21 from Jefferson Parent Teacher Club.

4. INFORMATION ITEMS

- a) Receive for information the 2017-2018 Annual Williams Report (Gabler)
- b) Receive for information a report from Parent Advisory Committee Meeting held on May 23, 2017 (Meeting #5) (Carlton)
- c) Receive for information a report from the District English Learner Advisory Committee (DELAC) for the meeting held on May 24, 2017. (Meeting #5) (Gomez)
- d) Receive for information monthly financial reports for the period of 07/01/2017-11/30/2017 (Endo)
- e) Receive the Budget Calendar for the 2018-2019 budget (Endo)
- f) Receive for information the following revised Board Policy: (Carlton)
 - BP 0460 – Local Control Accountability Plan
- g) Receive for information the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 6174 – Education for English Learners
- h) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 6145.2 – Athletic Competition
- i) Receive for information the following revised Board Policy: (Strickland)
 - BP 5111.1 - District Residency
- j) Receive for information the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5113 – Absences and Excuses
- k) Receive for information the following revised Board Policy: (Strickland)
 - BP 6111 – School Calendar
- l) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3260 – Fees and Charges
- m) Receive for information the following revised Board Policy: (Martinez)
 - BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates

5. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Memorandum of Understanding with The Family HealthCare Network (McConnell)
- b) Consider approval of Consultant Contract with Sharon Ramseier-Williams for Custom Parent-Kinder Bi-Literacy Workshops (Spanish & English) (Gomez)
- c) Consider approval of contract with TWB Inspections to oversee the new classroom & relocatable building project at Martin Luther King Jr. Elementary (Mulligan)
- d) Consider approval of Memorandum of Understanding between Hanford Elementary School District (HESD) and California School Employees Association, Chapter #344

- (CSEA) to provide CSEA notice of any newly hired employee, within ten (10) work days of date of hire. This will allow Chapter President, or designee, an opportunity to meet with new hires and provide an introduction to the Union (Martinez)
- e) Consider approval of the following revised Board Policy: (Gabler)
 - BP 0410 – Nondiscrimination in District Programs and Activities
 - f) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5145.3 – Nondiscrimination/Harassment
 - g) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 5145.7 – Sexual Harassment
 - h) Consider approval of the following revised Exhibit: (Gabler)
 - E 9323.2 – Actions by the Board
 - i) Consider approval of the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5141.21 – Administering Medication & Monitoring Health Conditions
 - j) Consider approval of the following revised Board Policy: (McConnell)
 - BP 5030 – Student Wellness

6. PERSONNEL (Martinez)

a) Employment

Classified

- Jennifer Ruddy, Food Service Worker I – 3.25 hrs., Lincoln, effective 12/11/17
- Paige Trevino, Food Service Worker II – 2.5 hrs., Kennedy, effective 11/27/17

Temporary Employees/Substitutes/Yard Supervisors

- Alex Acevedo, Short-term Custodian II – 8.0 hrs., Washington, effective 12/5/17 to 1/5/18
- Melissa Acosta, Substitute Custodian I, effective 10/31/17
- Monique Cantu, Short-term READY Program Tutor – 4.5 hrs., King, effective 11/27/17 to 12/15/17
- Tiffany Cantu, Substitute Yard Supervisor, effective 11/27/17
- Zayna Cruz, Substitute READY Program Tutor, effective 12/1/17
- Shannon Dean, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/27/17 to 1/31/18
- Veronica Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 1/8/18 to 1/31/18
- Stephanie Ibarra, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 11/16/17
- Austin Lourenco, Substitute Custodian I, effective 11/3/17
- Carlos Perez-Reyna, Substitute Yard Supervisor, effective 12/1/17
- Lynda Rodriguez, Substitute READY Program Tutor, effective 11/3/17
- Zachary Todd, Substitute Custodian II, effective 11/21/17
- Sandra Torres, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/27/17 to 1/31/18
- Nallely Vargas Ramirez, Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 12/6/17 to 3/2/18

b) Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594

- Jose Azua, 8th Grade Boys Soccer Coach, Wilson, effective 11/14/17 to 2/5/18
- Rachel Castellanos, 4-6 Girls Basketball Coach, Roosevelt, effective 11/17/17 to 2/10/18

- Juan Covarrubias, 7th/8th Grade Boys/Girls Wrestling Coach, Kennedy, effective 11/17/17 to 2/3/18
- Javantae Farmah, 4-6 Grade Girls Basketball Coach, Washington, effective 11/8/17 to 2/10/18
- Jorge Navarro, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/17/17 to 2/3/18
- Michael Quinones, 4-6 Boys Basketball Coach, Washington, effective 11/6/17 to 2/10/18
- Eugene Reyes, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/30/17 to 2/3/18
- Jose Rojas II, 4-6 Boys Basketball Coach, Monroe, effective 11/6/17 to 2/11/18
- Jaime Vazquez, 7th Grade Boys Soccer Coach, Kennedy, effective 11/13/17 to 2/5/18

c) Resignations

- Araceli Gonzales, Substitute Yard Supervisor, effective 11/6/17
- Sonia Mena, Yard Supervisor – 3.5 hrs., Jefferson Charter Academy, effective 12/15/17
- Kerrina Pereda, Substitute Yard Supervisor, effective 9/13/17

d) Terminated due to Failure to Complete the Annual Child Abuse Training

- Angelica Acevedo, Substitute Yard Supervisor, effective 8/25/17
- Katie Armstrong, Substitute Food Service Worker I and Food Service Worker II, effective 10/2/17
- Sandy Barton, Substitute Account Clerk I, Account Clerk II, Food Service Worker I, Food Service Worker II and Food Service Utility Worker, effective 8/16/17
- Lucas Bettencourt, Substitute Custodian I, effective 4/30/17
- Patricia Diaz, Substitute Alternative Education Program Aide, Bilingual Clerk Typist I, Clerk Typist I, Educational Tutor K-6, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 6/7/17
- Rachael Garcia, Substitute Yard Supervisor, effective 10/25/16
- Angel Hawkins, Substitute Alternative Education Program Aide, READY Program Tutor and Special Education Aide, effective 8/30/17
- Dominique Huffman, Substitute READY Program Tutor, effective 5/18/16
- Kathleen Jones, Substitute Health Care Assistant, effective 3/20/15
- Brenda Leal, Substitute Clerk Trainee, effective 10/11/16
- Luke Mathews, Substitute Groundskeeper II, Maintenance Worker I, effective 6/13/17
- Carlos Ramos Palacios, Substitute Custodian I and Groundskeeper II, effective 5/22/17
- Jacob Reed, Substitute Yard Supervisor, effective 10/27/17
- Sevensa Reed, Substitute Yard Supervisor, effective 5/4/17
- Lorenzo Rivera, Substitute READY Program Tutor, effective 10/24/16
- Virginia Silva, Substitute Educational Tutor K-6, READY Program Tutor and Special Education Aide, effective 8/31/17

e) Temporary Out of Class Assignment

- Lucy Rose, from Account Clerk II – 8.0 hrs., to Account Technician III – 8.0 hrs., Food Services, effective 10/30/17 to 11/20/17

f) Volunteers

<u>Name</u>	<u>School</u>
Mary Mendoza	Jefferson
Melonie Robinson	Jefferson
Jonathan Navarro	King
Grecia Garcia	Monroe
Timothy Goldsmith II	Monroe
Miriam Mendoza	Monroe
Gracie Morales	Richmond
Gema Ramos	Richmond

Name

Yvonne Walker
Hayley Quesada
Shannon Miller

School

Roosevelt
Simas
Wilson

7. FINANCIAL (Endo)

- a) Consider approval of donation to the Food Services Department
- b) Consider approval of the Kings County Treasurer's Quarterly Compliance Report
- c) Consider adoption of the Resolution #14-18 California Environmental Quality Act (CEQA) Exemption – Jefferson Library& Administration Building
- d) Consider adoption of the Resolution #13-18 California Environmental Quality Act (CEQA) Exemption – Martin Luther King Jr. Classroom Wing
- e) Consider adoption of the Resolution #12-18 – Approval of the use of pupil grant eligibility for the construction of the library building at Jefferson Charter Academy
- f) Consider approval of the certification of signatures

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information*)

Administrative Panel Recommendations

Case# 18-14 Wilson
Case# 18-15 Kennedy
Case# 18-16 Kennedy

OPEN SESSION

- Take action on closed session items

ADJOURN MEETING

Hanford Elementary School District

REGULAR BOARD MEETING SCHEDULE

January 2018 – December 2018

Regular Board Meetings are normally held on the 2nd and 4th Wednesday of the month. (The calendar may be modified for holiday months). Unless otherwise noted, board meetings begin at 5:30 p.m.

January 10, 2018

January 24, 2018

February 14, 2018 – Meeting will be held at Jefferson Charter Academy

February 28, 2018

March 14, 2018

April 11, 2018

April 25, 2018

May 9, 2018 – Meeting will be held at Monroe Elementary

May 23, 2018

June 13, 2018

June 27, 2018

July 11, 2018(if needed)

August 8, 2018

August 22, 2018

September 12, 2018

September 26, 2018

October 10, 2018 – Meeting will be held at Lincoln Elementary

October 24, 2018

November 14, 2018

December 12, 2018

Adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 11/03/2017, 11/13/2017, 11/17/2017, 11/27/2017 and 12/01/2017.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 11/03/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12562695	6271	MARIBEL AGUILERA Math/Office Supplies	\$98.64
12562696	1142	MICHELE ALEXANDER Mileage	\$85.60
12562697	7059	MARIA ALVAREZ Travel & Conf	\$16.00
12562698	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$312.63
12562699	6253	AT&T Telephone	\$2.09
12562700	3710	KELLY BEKEDAM Allowance	\$89.47
12562701	5526	BETWEEN YOUR EARS ENTERTAINMENT Inst'l Consultant	\$1,185.00
12562702	3967	CAHPERD CONFERENCE Travel & Conf	\$1,360.00
12562703	6942	CARMEN CALLERES Travel & Conf	\$16.00
12562704	6773	CETPA ANNUAL CONFERENCE Travel & Conf	\$1,010.00
12562705	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$1,375.00
12562706	4178	COOK'S COMMUNICATION Radio Supplies	\$64.46
12562707	405	DASSEL'S PETROLEUM INC. Fuel	\$567.88
12562708	5463	SARA DECUIR Mileage	\$243.10
12562709	2915	ROSE MARY FLORES Allowance	\$200.00
12562710	6453	FLOWERS BAKING COMPANY Food	\$2,218.80
12562711	2141	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$625.00
12562712	1769	FRESNO PRODUCE Food	\$16,198.20
12562713	3956	FUN WORKS Inst'l Consultant	\$375.00
12562714	2749	GARDA CL WEST INC. Other Serivces	\$493.26
12562715	1393	GAS COMPANY Gas	\$437.48
12562716	591	GOLD STAR FOODS Food	\$20,590.13
12562717	5476	MIRIAM GOMEZ Other Services	\$21.00
12562718	4135	CHRISTINA GONZALES Allowance	\$170.06
12562719	6427	KYLE GRIFFIN Travel & Conf	\$225.00
12562720	7069	HANCOCK PARK & DELONG INC. Other Services	\$1,750.00
12562721	3630	MICHAEL HERNANDEZ Travel & Conf	\$225.00
12562722	711	THE HORN SHOP Band Supplies	\$182.65
12562723	6976	PHYLLIS HOSTMEYER Inst'l Consultant/Travel & Conf	\$3,634.31
12562724	5882	LINDSAY HOWELL Allowance	\$40.00
12562725	6766	IMAGE MARKET Inst'l Malt's	\$341.05
12562726	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$883.93
12562727	5703	TERESA JAQUEZ Inst'l Consultant	\$1,269.60
12562728	7056	JH TACKETT MARKETING Band Supplies	\$411.84
12562729	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,415.00
12562730	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,205.97
12562731	5290	KEENAN & ASSOCIATES Insurance	\$714.97
12562732	5990	KELLER FORD Equipment Replacement	\$36,218.00
12562733	796	KINGS COUNTY OFFICE OF ED Travel & Conf/Other Services	\$961.00
12562734	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$1,650.00
12562735	820	SHEILA E KURTZ Supplies	\$66.95
12562736	827	LA TAPATIA TORTILLERIA INC. Food	\$733.37
12562737	6413	LYNZI LOWE Travel & Conf	\$16.00
12562738	7066	AMANDA MARTIN Travel & Conf	\$16.00
12562739	2243	MATSON ALARM Leases	\$72.00
12562740	1058	OFFICE DEPOT Office Supplies	\$598.47
12562741	5111	P & R PAPER SUPPLY COMPANY INC Food/Kitchen Supplies	\$3,326.62
12562742	4088	ESTHER PHELPS Supplies	\$25.83

Warrant Register For Warrants

Dated 11/03/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12562743	1168	PRODUCERS DAIRY PRODUCTS Food	\$12,509.74
12562744	5634	PUMPKIN KING LLC Pumpkins	\$1,105.00
12562745	1227	RENAISSANCE LEARNING INC. Travel & Conf	\$131.25
12562746	1303	SAVE MART SUPERMARKETS Food	\$143.48
12562747	1327	SCHOOL SPECIALTY Warehouse	\$266.05
12562748	1367	SISC III Health & Welfare	\$572,508.00
12562749	1801	SMART & FINAL STORES (HFD KIT) Food	\$302.90
12562750	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$28,860.40
12562751	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$646.82
12562752	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,631.25
12562753	2188	SUPPLYWORKS Custodial Supplies	\$3,805.42
12562754	1444	SYSCO FOODSERVICES OF MODESTO Food	\$26,863.15
12562755	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
12562756	5946	THE HARTFORD Health & Welfare	\$1,165.84
12562757	6478	RIGOBERTO VIVANCO Travel & Conf	\$16.00
12562758	1575	WALMART COMMUNITY RFCSLLC Supplies	\$2,075.20
12562759	7068	WESTIN PASADENA Travel & Conf	\$1,889.28
Total Amount of All Warrants:			\$771,683.14

Credit Card Register For Payments
Dated 11/03/2017

Document Number	Vendor Number	Vendor Name	Amount
14021268	91	AUTOMATED OFFICE SYSTEMS Leases	\$8,673.06
14021269	5428	CONSERV FLAG COMPANY Inst'l Matl's	\$172.52
14021270	529	FOLLETT SCHOOL SOLUTIONS Books	\$13,519.18
14021271	539	FRANKLIN COVEY PRODUCTS LLC Office Supplies	\$17.25
14021272	4271	GOLDEN EAGLE CHARTER INC. Transportation	\$2,420.00
14021273	599	GOPHER SPORT Athletic Supplies	\$482.85
14021274	652	HANFORD SENTINEL Other Services	\$121.65
14021275	3653	HEINEMANN PUBLISHING Books	\$835.86
14021276	1111	J W PEPPER & SON INC Books	\$863.39
Total Amount of All Credit Card Payments:			\$27,105.76

Warrant Register For Warrants

Dated 11/13/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12563243	1142	MICHELE ALEXANDER Travel & Conf/Mileage	\$43.24
12563244	3505	CRYSTAL G. AVILA Mileage	\$238.08
12563245	1690	BATTERY SYSTEMS Transportation Supplies	\$640.01
12563246	5526	BETWEEN YOUR EARS ENTERTAINMENT Inst'l Consultant	\$900.00
12563247	2986	JOSEFINA L. CAVANAUGH Allowance	\$100.00
12563248	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$500.00
12563249	4654	CLASSIC SOCCER Athletic Supplies	\$810.81
12563250	366	CORWIN PRESS Books	\$4,067.84
12563251	405	DASSEL'S PETROLEUM INC. Fuel	\$7,469.09
12563252	5463	SARA DECUIR Mileage	\$272.21
12563253	4815	DIGITECH INTEGRATIONS INC Maintenance Supplies	\$261.94
12563254	3682	FASTENAL Maintenance Supplies	\$37.48
12563255	5960	LAUREN FRANCO Mileage	\$79.02
12563256	556	JOY GABLER Mileage	\$92.23
12563257	1393	GAS COMPANY Gas	\$304.90
12563258	5267	AMY GONSALVES Study Trip	\$40.00
12563259	6963	GONZALEZ ARCHITECTS Buildings & Improvements	\$81,960.00
12563260	5541	JOANN GRAHAM Mileage	\$173.08
12563261	620	GRISWOLD LASALLE COBB DOWD Legal	\$3,078.50
12563262	622	CHERYL GUILBEAU Mileage	\$68.75
12563263	3656	HANFORD AUTO & TRUCK PARTS Maint/Grounds/Transportation/Custodial	\$648.61
12563264	632	CITY OF HANFORD Water/Sewer	\$21,398.29
12563265	4532	HENRY SCHEIN INC Warehouse	\$158.46
12563266	6976	PHYLLIS HOSTMEYER Inst'l Consultant	\$2,408.77
12563267	5648	STACIE JOHNSON Mileage	\$36.06
12563268	5990	KELLER FORD Transportation Supplies	\$933.36
12563269	3962	KINGS COUNTY GLASS Repairs	\$863.54
12563270	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$552.02
12563271	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$385.51
12563272	986	LAWNMOWER MAN Repairs	\$167.61
12563273	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$26,157.70
12563274	1684	MATH LEARNING CENTER Books	\$3,718.84
12563275	2856	CHRISTINE MIZER Mileage	\$238.08
12563276	7041	MUSIC & ARTS Books	\$1,264.82
12563277	5510	NEWEGG.COM IT Supplies	\$283.66
12563278	6737	JULIE O'DANIEL Allowance/Supplies	\$212.27
12563279	1058	OFFICE DEPOT Office Supplies	\$501.63
12563280	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$1,625.17
12563281	4827	RAYMOND GEDDES & CO. INC. Inst'l Matl's	\$515.02
12563282	5067	RUSSELL SIGLER INC Maintenance Supplies	\$175.12
12563283	1343	SHERATON GATEWAY HOTEL Travel & Conf	\$344.76
12563284	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$349.68
12563285	6122	SHI INTERNATIONAL CORP Software Licenses	\$11,943.20
12563286	3743	SHRED-IT USA – FRESNO Shredding Services	\$879.97
12563287	1374	SMART & FINAL STORES (HFD DO) Supplies	\$115.30
12563288	4371	SPORTDECALS INC Inst'l Matl's	\$1,238.00
12563289	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$23,573.90
12563290	5622	JOANNA STONE Mileage	\$127.98

**Warrant Register For Warrants
Dated 11/13/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12563291	2188	SUPPLYWORKS Custodial Supplies	\$315.28
12563292	6805	TEXT HELP Software Licenses	\$145.00
12563293	3325	TOTAL IMAGE MOBILE DETAILING Warehouse Services	\$250.00
12563294	2138	THE TREE HOUSE Office Supplies	\$92.02
12563295	4064	TULARE COUNTY OFFICE OF ED Conference	\$150.00
12563296	3749	ULINE INC Printing Supplies	\$376.27
12563297	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$1,677.50
12563298	2653	VALLEY OXYGEN Maintenance/Grounds Supplies	\$566.00
12563299	6383	VALLEY POWER SYSTEMS NORTH INC Transportation Supplies	\$76.10
12563300	7045	BERZABET VALTIERRA Payroll Liability Holding	\$25.79
12563301	1554	SONIA VELO Mileage	\$41.14
12563302	1647	VERITIV OPERATING COMPANY Printing Supplies	\$3,449.20
12563303	6932	VOYAGER SOPRIS LEARNING INC Books	\$1,738.81
12563304	6943	WEST VALLEY SUPPLY Grounds Supplies	\$364.58
12563305	2857	MARLA YADON Mileage	\$245.03

Total Amount of All Warrants:**\$211,467.23**

Credit Card Register For Payments
Dated 11/13/2017

Document Number	Vendor Number	Vendor Name	Amount
14021334	176	BSN SPORTS Warehouse	\$808.15
14021335	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$234.77
14021336	4276	LEARNING A-Z Software Licenses	\$2,183.85
14021337	854	LIBRARY STORE INC. Inst'l Matl's	\$442.32
14021338	1802	MEDALLION SUPPLY Maintenance/Grounds Supplies	\$825.34
14021339	982	MILLER'S RENTALAND INC. Rentals	\$111.00
14021340	1002	MORGAN & SLATES INC. Maintenance/Grounds Supplies	\$147.79
14021341	1021	NASCO Inst'l Matl's	\$62.77
14021342	1278	S & S WORLDWIDE INC. Athletic Supplies	\$509.77
14021343	1316	SCHOLASTIC CLASSROOM MAGAZINES Allowance	\$392.04
14021344	1350	SIGN WORKS Inst'l Matl's	\$469.63
14021345	3513	SIGNMAX Grounds Supplies	\$31.04
Total Amount of All Credit Card Payments:			\$6,218.47

Warrant Register For Warrants

Dated 11/17/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12563843	7061	A-G SOD FARMS OF FRESNO Grounds Supplies	\$631.49
12563844	6306	KAREN ALVARADO Mileage	\$192.07
12563845	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$3,105.71
12563846	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$481.12
12563847	6404	ARROW RESTAURANT EQUIP & SUPPLIES INC Equipment Replacement	\$20,994.72
12563848	6253	AT&T Telephone	\$5.83
12563849	3258	BANK OF AMERICA Travel & Conf	\$5,187.77
12563850	123	BAYSHORE TRUCK EQUIPMENT CO. Repairs	\$1,823.25
12563851	150	BLINDS ETC. Repairs	\$25.00
12563852	6705	ARLO BRAUN Travel & Conf/Mileage	\$57.52
12563853	1667	CDW GOVERNMENT INC. Equipment/It Supplies	\$49,559.07
12563854	324	CHILDS & COMPANY INC. Maintenance Supplies	\$45.93
12563855	3068	DEBRA COLVARD Travel & Conf/Mileage	\$42.60
12563856	7081	ZAYNA CRUZ Other Services	\$25.00
12563857	6585	CUE CONFERENCE Travel & Conf	\$1,550.00
12563858	6190	CUSTOMINK Inst'l Matl's	\$1,100.00
12563859	4417	CARIN DE LA TORRE Rewards	\$83.65
12563860	5463	SARA DECUIR Travel & Conf/Mileage	\$42.60
12563861	6974	STEVE DUNN Inst'l Consultant	\$2,631.50
12563862	6758	FIRST Entry Fee	\$99.00
12563863	6241	FLAG DESK INC Maintenance Supplies	\$41.75
12563864	6453	FLOWERS BAKING COMPANY Food	\$1,971.00
12563865	7054	FORECAST5 ANALYTICS INC. Software Licenses	\$7,000.00
12563866	4279	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$150.00
12563867	1769	FRESNO PRODUCE Food	\$17,789.55
12563868	1393	GAS COMPANY Gas	\$848.48
12563869	591	GOLD STAR FOODS Food	\$15,014.47
12563870	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$570.89
12563871	7079	STEPHANIE IBARRA Other Services	\$35.00
12563872	7071	INTERCONTINENTAL SAN FRANCISCO Travel & Conf	\$927.20
12563873	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$95.56
12563874	808	KINGS WASTE & RECYCLING Garbage	\$151.45
12563875	6962	KRAZAN AND ASSOCIATES INC. Buildings & Improvements	\$592.00
12563876	820	SHEILA E KURTZ READY Supplies	\$18.22
12563877	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$223.19
12563878	920	MARRIOTT - SAN DIEGO Travel & Conf	\$6,725.76
12563879	4188	CHAD NIELSEN Mileage	\$30.07
12563880	6257	ORCHARD SUPPLY HARDWARE Maint/Grounds/Custodial Supplies	\$2,649.63
12563881	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$4,151.84
12563882	4791	PENA PLANETARIUM Study Trip	\$252.00
12563883	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,573.49
12563884	1303	SAVE MART SUPERMARKETS Food	\$283.32
12563885	1801	SMART & FINAL STORES (HFD KIT) Food	\$301.01
12563886	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$32,916.26
12563887	1401	STANDARD STATIONERY SUPPLY Warehouse	\$40.08
12563888	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,821.00
12563889	1405	STAPLES CREDIT PLAN Office Supplies	\$91.74
12563890	1444	SYSCO FOODSERVICES OF MODESTO Food	\$23,011.25

**Warrant Register For Warrants
Dated 11/17/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12563891	6823	TCG GROUP HOLDINGS Other Services	\$250.00
12563892	1466	TERMINIX INTERNATIONAL Pest Control	\$397.00
12563893	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
12563894	7076	PAIGE TREVINO Other Services	\$20.00
12563895	4024	TULARE COUNTY MUSEUM Study Trip	\$40.00
12563896	7078	JAIME VAZQUEZ Other Services	\$30.00
12563897	5905	KATELYN WARNER Allowance	\$114.97
Total Amount of All Warrants:			\$229,837.01

Credit Card Register For Payments
Dated 11/17/2017

Document Number	Vendor Number	Vendor Name	Amount
14021414	2	A-Z BUS SALES INC Transportation Supplies	\$1,335.90
14021415	4304	BAILEY'S TEST STRIPS & Kitchen Supplies	\$127.00
14021416	1363	BEST BUY Food	\$26.26
14021417	366	CORWIN PRESS Books	\$411.24
14021418	3030	FTG Inst'l Matl's	\$484.23
14021419	827	LA TAPATIA TORTILLERIA INC. Food	\$733.37
14021420	1184	PURE FORCE Kitchen Supplies	\$649.67
14021421	1190	QUINN POWER SYSTEMS Transportation Supplies	\$133.52

Total Amount of All Credit Card Payments:**\$3,901.19**

Warrant Register For Warrants

Dated 11/27/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12564251	6934	BLANCA ALVARADO-CABRERA Supplies/Travel & Conf	\$144.51
12564252	53	AMERICAN MUSIC COMPANY Band Supplies	\$2,408.91
12564253	7074	DEBORAH ARNOLD Travel & Conf	\$112.00
12564254	6253	AT&T Telephone	\$659.09
12564255	3654	JOSEFA BUSTOS-PELAYO Travel & Conf/Supplies	\$232.76
12564256	7085	TIFFANY CANTU Other Services	\$25.00
12564257	3237	CLAUDIA DAVIS Allowance	\$101.83
12564258	3043	ENCHANTED PLAYHOUSE Study Trip	\$425.00
12564259	7082	DAVID ENDO Travel & Conf	\$156.00
12564260	2155	JAVIER ESPINDOLA Entry Fee	\$304.31
12564261	556	JOY GABLER Travel & Conf	\$236.00
12564262	2290	ROBERT A. GARCIA Travel & Conf/Mileage	\$679.12
12564263	1393	GAS COMPANY Gas	\$210.75
12564264	2157	YOLANDA GOMES Supplies	\$14.08
12564265	1816	LUCY GOMEZ Travel & Conf	\$109.00
12564266	1902	HANDWRITING WITHOUT TEARS Inst'l Matl's	\$230.05
12564267	5850	SAMANTHA HINTHORNE Allowance	\$57.00
12564268	745	IT'S ELEMENTARY Inst'l Matl's	\$4,484.13
12564269	762	TAMMY JOHNSON Supplies	\$244.90
12564270	6224	LAWSON PRODUCTS INC Transportation Supplies	\$187.18
12564271	7023	LOST REALMS PETS INC. Inst'l Consultant	\$350.00
12564272	6413	LYNZI LOWE Mileage	\$40.93
12564273	6953	MARKO CONSTRUCTION GROUP INC. Buildings & Improvements	\$348,278.93
12564274	7066	AMANDA MARTIN Mileage	\$40.93
12564275	2903	JAIME MARTINEZ Travel & Conf	\$156.00
12564276	942	KAREN MCCONNELL Travel & Conf	\$156.00
12564277	1004	MORRISON'S SILKSCREEN Inst'l Matl's	\$2,710.22
12564278	1058	OFFICE DEPOT Office Supplies	\$157.65
12564279	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$203.67
12564280	4686	JOHN PORRAS Allowance	\$99.21
12564281	6837	PORTER ATHLETIC Athletic Supplies	\$543.71
12564282	1188	QUILL CORPORATION Warehouse	\$36,482.24
12564283	2993	TIM REVIOUS Travel & Conf	\$236.00
12564284	7084	JESUS RODRIGUEZ Travel & Conf	\$112.00
12564285	6841	ROSICRUCIAN EGYPTIAN MUSEUM Study Trip	\$543.00
12564286	2646	JILL RUBALCAVA Travel & Conf	\$236.00
12564287	5756	SAN JOAQUIN VALLEY PALEONTOLOGY Study Trip	\$426.00
12564288	5452	SUSAN SCHNEIDER Travel & Conf	\$90.00
12564289	1097	SCHOOL SERVICES OF CALIFORNIA Travel & Conf	\$215.00
12564290	7042	SEON SYSTEMS SALES INC Equipment	\$17,615.83
12564291	6368	SINCLAIR RESEARCH GROUP Inst'l Consultant	\$2,625.00
12564292	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$112.61
12564293	6921	GREG STRICKLAND Travel & Conf/Mileage	\$679.12
12564294	6744	OSCAR TAFOLLA Travel & Conf	\$112.00
12564295	1454	TEACHER CREATED MATERIALS INC. Inst'l Matl's	\$1,816.69
12564296	6944	TETER LLP Buildings & Improvements	\$4,321.17
12564297	1649	LUPE YADETA Supplies	\$21.45

Total Amount of All Warrants:

\$429,402.98

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Credit Card Register For Payments
Dated 11/27/2017

Document Number	Vendor Number	Vendor Name	Amount
14021468	949	AMERICAN INCORPORATED Repairs	\$271.25
14021469	599	GOPHER SPORT Athletic Supplies	\$1,744.09
14021470	1111	J W PEPPER & SON INC Band Supplies	\$205.96
14021471	806	KINGS COUNTY TROPHY Inst'l Matl's	\$811.35
14021472	831	LAKESHORE LEARNING Inst'l Matl's	\$429.51
14021473	4276	LEARNING A-Z Software Licenses	\$599.85
14021474	3620	MENTORING MINDS Inst'l Matl's	\$963.10
14021475	5934	PEARSON - CLINICAL ASSESSMENT Special Ed Supplies	\$415.63
14021476	1147	POSITIVE PROMOTIONS Inst'l Matl's	\$400.75
14021477	1316	SCHOLASTIC CLASSROOM MAGAZINES Inst'l Matl's	\$453.75
14021478	1314	SCHOLASTIC INC. Books	\$1,616.78
14021479	1619	WILBUR-ELLIS COMPANY LLC Grounds Supplies	\$840.24
Total Amount of All Credit Card Payments:			\$8,752.26

Warrant Register For Warrants

Dated 12/01/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12564945	6431	AMAZON.COM Equipment/Supplies/Books/Allowance	\$9,369.73
12564946	6581	JENNIFER BROUSSARD Mileage	\$51.36
12564947	269	CARSON-DELLOSA PUBLISHING CO. Inst'l Matl's	\$511.80
12564948	1667	CDW GOVERNMENT INC. IT Supplies	\$89,553.45
12564949	304	NICK CHAMPI ENTERPRISES INC. Grounds Matl's	\$155.04
12564950	4654	CLASSIC SOCCER Athletic Supplies	\$1,029.60
12564951	3068	DEBRA COLVARD Mileage	\$34.13
12564952	4178	COOK'S COMMUNICATION Radio	\$222.53
12564953	5253	CSNO Travel & Conf	\$3,378.00
12564954	3618	CURRICULUM ASSOCIATES INC. Books	\$1,338.61
12564955	5463	SARA DECUIR Mileage	\$28.09
12564956	433	DISCOVERY CENTER Inst'l Consultant	\$436.72
12564957	455	DUINKERKEN AUTO BODY Repairs	\$587.57
12564958	4346	EAI EDUCATION Inst'l Matl's	\$268.20
12564959	5894	CHRISTOPHER FANNIN Allowance	\$59.61
12564960	6851	JENNIFER FOSSETT Allowance	\$73.34
12564961	5960	LAUREN FRANCO Mileage	\$35.20
12564962	2141	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$250.00
12564963	3479	FRESNO RACK AND SHELVING Kennedy Supplies	\$808.73
12564964	558	CAROL GALLEGOS Mileage	\$66.02
12564965	4910	ANDREA GARCIA Study Trip	\$120.00
12564966	1393	GAS COMPANY Gas	\$348.50
12564967	1816	LUCY GOMEZ Supplies	\$53.63
12564968	6858	GRAHAM PREWETT INC Buildings & Improvements	\$4,552.85
12564969	5541	JOANN GRAHAM Mileage	\$68.48
12564970	622	CHERYL GUILBEAU Mileage	\$31.24
12564971	7069	HANCOCK PARK & DELONG INC. Other Services	\$1,000.00
12564972	1895	JENNIFER HENDERSON Homeless Supplies	\$37.53
12564973	3630	MICHAEL HERNANDEZ Travel & Conf/Mileage	\$258.79
12564974	713	HOUGHTON MIFFLIN Inst'l Consultant	\$26,250.00
12564975	5052	IMAGINE U CHILDRENS MUSEUM Study Trip	\$49.00
12564976	7053	ISTE STORE Books	\$20.96
12564977	4597	IVS COMPUTER TECHNOLOGY Equipment/IT Matl's	\$458,848.06
12564978	3494	KINGS COUNTY BOWL Field Trip	\$354.25
12564979	7083	KINGS COUNTY HUMAN SERVICES AGENCY Other Services	\$4,885.11
12564980	2018	LEARNING RESOURCES INC. Inst'l Matl's	\$988.99
12564981	6459	MELODY LEE Mileage	\$34.24
12564982	6236	ALEXANDRIA LEMOS Allowance	\$50.00
12564983	2903	JAIME MARTINEZ Travel & Conf	\$51.16
12564984	2243	MATSON ALARM Alarm Services	\$367.50
12564985	6654	MEGAN MUNRO Allowance	\$92.97
12564986	2328	NEW TEACHER CENTER Travel & Conf	\$500.00
12564987	7086	CARLOS PEREZ-REYNA Other Services	\$21.00
12564988	6674	PHYSIUS PHYSICAL THERAPY & WELLNESS Other Services	\$50.00
12564989	1327	SCHOOL SPECIALTY Inst'l Matl's	\$271.66
12564990	3743	SHRED-IT USA – FRESNO Shredding Services	\$237.94
12564991	1801	SMART & FINAL STORES (HFD KIT) Supplies	\$55.86
12564992	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$4,352.74

**Warrant Register For Warrants
Dated 12/01/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12564993	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,628.25
12564994	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$10,816.04
12564995	2207	STUDIES WEEKLY INC. Inst'l Matl's	\$757.35
12564996	2188	SUPPLYWORKS Grounds/Custodial Supplies	\$1,117.83
12564997	5394	TJM PROMOTIONS INC Health Supplies	\$1,056.00
12564998	1506	TWB INSPECTIONS Buildings & Improvements	\$6,150.00
12564999	4547	U S SCHOOL SUPPLY Inst'l Matl's	\$397.50
12565000	1558	VERIZON WIRELESS Telephone	\$619.51
12565001	1575	WALMART COMMUNITY RFCSLLC Supplies	\$1,686.37
Total Amount of All Warrants:			\$637,439.04

Credit Card Register For Payments
Dated 12/01/2017

Document Number	Vendor Number	Vendor Name	Amount
14021513	126	BEDARD CONTROLS INC. Repairs	\$793.29
14021514	149	BLICK ART MATERIALS Inst'l Matl's	\$1,208.43
14021515	4876	BRAIN POP Software Licenses	\$2,395.00
14021516	366	CORWIN PRESS Books	\$159.83
14021517	5482	FOREMOST (PROMOTIONS NOW) Inst'l Matl's	\$726.00
14021518	652	HANFORD SENTINEL Other Services	\$1,081.40
14021519	2186	HYDRAULIC CONTROLS INC. Repairs	\$422.98
14021520	1111	J W PEPPER & SON INC Band Matl's	\$57.32
14021521	1121	PERMA-BOUND Books	\$135.10
14021522	1278	S & S WORLDWIDE INC. Athletic Supplies	\$353.32
14021523	3583	SAN JOAQUIN IMPERIAL Repairs	\$847.25
14021524	1637	WOODWIND & BRASSWIND Band Supplies	\$841.03
Total Amount of All Credit Card Payments:			\$9,020.95

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

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

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Lindsey Calvillo, Doug Carlton, Kenny Eggert, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Lucy Gomez, Rick Johnston, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, Jill Rubalcava, Cruz Sanchez, and Jay Strickland.

Public Comments None

Board and Staff Comments Joy C. Gabler, Superintendent, shared highlights from the District:

- Jefferson READY students participate in fun service project that began last year. They restore used bikes and give them to students from the District. Recently they gave bikes to Lincoln students along with helmets.
- Lincoln READY Program was recognized as a Distinguished After School Health Program for their good nutrition education and teaching healthy behaviors.
- Hanford Elementary Teacher Association (HETA) participates in Community Service Project with the Salvation Army. This fall they collected over 4,300 items to donate to homeless.
- Trustee Strickland and Superintendent Gabler earn their Master in Governance this past weekend by completing a 5 course governance education.

Requests to Address the Board None

Dates to Remember President Garcia reviewed dates to remember: November 10th Holiday – Veteran's Day; November 18th Junior High Wrestling Tournament at 9:00 a.m.; November 20th-21st Parent Teacher Conferences; November 22nd-24th Thanksgiving Break.

CONSENT ITEMS

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

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

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

Garcia – Yes

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

Trustee Garner then made a motion to approve consent items “a”. Trustee Hernandez seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Warrant listings dated 10/20/17 and 10/27/17.
- b) Minutes of Regular Board Meeting 10/28/17.
- c) Interdistrict transfers as recommended.
- d) Donation of 20 bicycle helmets from the Hanford Police Department.
- e) Donation of folders, crayons and notebooks from Old Navy.
- f) Donation of \$183.84 from eScrip Program.
- g) Donation of \$178.19 from eScrip Program.

INFORMATION ITEMS

Financial Report David Endo, Chief Business Official, presented for information the monthly financial **7/1/17-10/31/17** reports for the period of 7/1/17 – 10/31/17.

BP 0410 Joy Gabler, Superintendent, presented for information the following revised Board Policy:

- BP 0410 – Nondiscrimination in District Programs and Activities

BP/AR 5145.3 Joy Gabler, Superintendent, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5145.3 – Nondiscrimination/Harassment

BP/AR 5145.7 Joy Gabler, Superintendent, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5145.7 – Sexual Harassment

E 9323.2 Joy Gabler, Superintendent, presented for information the following revised Exhibit:

- E 9323.2 – Actions by the Board

BP/AR 5141.21 Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5141.21 – Administering Medication & Monitoring Health Conditions

BP 5030 Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Administrative Regulation:

- BP 5030 – Student Wellness

BOARD POLICIES AND ADMINISTRATION

- BP/AR 5131.6** Trustee Strickland made a motion to approve the following revised Board Policy and Administrative Regulation 5131.6 – Alcohol and Other Drugs. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- AR 3543** Trustee Revious made a motion to approve the following revised Administrative Regulation 3543 – Transportation Safety and Emergencies. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- AR 4157.1/
4257.1/4357.1** Trustee Strickland made a motion to approve the revised Administrative Regulation 4157.1/4257.1/4357.1 – Work Related Injury/Illness Insurance. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- AR 5111.1** Trustee Strickland made a motion to approve the revised Administrative Regulation 5111.1 – District Residency. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- BP 5116.2** Trustee Hernandez made a motion to approve the new Board Policy 5116.2 – Involuntary Student Transfers. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- AR 6173.3** Trustee Hernandez made a motion to approve the new Administrative Regulation 6173.3 – Education for Juvenile Court School Students. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

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

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

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

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

Trustee Garner then made a motion to approve consent items "h". Trustee Revious seconded; motion carried 4-0:

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

Item "a" – Employment

Classified

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

Temporary Employees/Substitutes/Yard Supervisors

- Estevan Alcala, Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 11/1/17 to 12/15/17
- Veronica Avila, Substitute Yard Supervisor, effective 10/26/17
- Mariah Benitez, Substitute Yard Supervisor, effective 10/27/17; Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 10/30/17 to 12/15/17
- Valerie Casarez, Yard Supervisor – 2.5 hrs., Roosevelt, effective 11/1/17
- Ashley Costa, Substitute Clerk Typist I and Media Services Aide, effective 10/23/17
- Araceli Gonzales, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 10/16/17 to 11/17/17
- Veronica Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 12/15/17
- Sanita Ieronimo, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 10/16/17 to 12/15/17
- Jeanette Lewis, Yard Supervisor – 2.0 hrs., Hamilton, effective 10/16/17
- Yolanda Macias, Substitute Yard Supervisor, effective 10/24/17; Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 10/25/17 to 12/15/17
- Nallely Vargas Ramirez, Substitute Yard Supervisor, effective 10/23/17; Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 10/23/17 to 12/5/17
- Christian Romero, Yard Supervisor – 2.5 hrs., Simas, effective 11/1/17
- Veronica Rubalcava, Short-term Yard Supervisor – 2.5 hrs., Jefferson, effective 10/19/17 to 12/15/17
- Cristina Solorio, Yard Supervisor – 3.25 hrs., Kennedy, effective 11/1/17
- Sherri Sumaya, Yard Supervisor – 3.0 hrs., Hamilton, effective 10/13/17 (revised date)

- Rayshawna Tapia, Yard Supervisor – 1.5 hrs., Simas, effective 11/1/17
- Laurie Tolbert, Substitute Special Education Aide, Special Circumstance Aide and Alternative Education Program Aide, effective 10/25/17
- Sandra Torres, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/1/17 to 11/17/17

Item “b” - Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594

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

Item “c” – Resignations

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

Item “d” – Termination

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

Item “e” – More Hours

- Sylvia Reyna, Yard Supervisor, from 1.75 hrs. to 2.75 hrs., Roosevelt, effective 10/16/17
- Madasen Torres, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., Monroe, effective 10/17/17
- Rayshawna Tapia, Short-term Yard Supervisor, from 1.0 hrs. to 1.5 hrs., Simas, effective 10/3/17 to 12/15/17

Item “f” – Decrease in Hours

- Veronica Leach, Yard Supervisor, from 3.25 hrs. to 2.75 hrs., Hamilton, effective 10/13/17
- Veronica Martin, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Jefferson, effective 10/23/17
- Carmen Aurora Pimentel, Yard Supervisor, from 3.25 hrs. to 2.0 hrs., Monroe, effective 10/17/17
- Carrie Serna, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Monroe, effective 10/16/17

Item “g” – Temporary Out of Class Assignment/Transfer

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

Item “h” – Volunteers	<u>Name</u>	<u>School</u>
	Stephani Goodwin	Hamilton
	Alma Ortiz	Hamilton
	Lisa Fields	Jefferson
	Michael Mendoza	Jefferson
	Diose Villarreal	Jefferson
	Jessica Corona	King
	Blanca Vidal Rizo	King
	Nancy Valdez	Monroe
	Sergio Campos	Richmond

Estela Patiño	Richmond
Dana Caceda (HESD Employee)	Simas
Johnny Garcia	Washington
Briana McGee	Kennedy
Sharon Cronk	Wilson

FINANCIAL

1st Interim Report David Endo, Chief Business Official, presented PowerPoint presentation on the 1st Interim Report for 2017-2018.

Trustee Garner made a motion to approve the 1st Interim Report for the 2017-2018 year. Trustee Strickland seconded; motion carried 5-0:

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

Resolution #11-18 Trustee Strickland made a motion to adopt Resolution #11-18: 17-18 Budget Revisions – 1st Interim. Trustee Hernandez seconded; motion carried 5-0:

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

FUTURE ITEMS

Annual Organizational Meeting Trustee Revious made a motion to approve the Annual Organizational Meeting scheduled for December 13, 2017. Trustee Hernandez seconded; motion carried 5-0:

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

Adjournment There being no further business, President Garcia adjourned the meeting at 6:13 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
1-167	A	Roosevelt	Armona	12/04/2017
I-168	A	Roosevelt	Armona	12/04/2017
I-169	A	Roosevelt	Armona	12/04/2017
I-170	A	Roosevelt	Kings River	12/04/2017
I-171	A	Lincoln	Pioneer	12/04/2017
I-172	A	Jefferson	Pioneer	12/04/2017
I-173	A	Wilson	Pioneer	12/04/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: November 3, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consider acceptance of donation of \$53.73 from Shoparoo to Jefferson Elementary.

PURPOSE: To be used for the purchase of student incentives.

FISCAL IMPACT: Increase of \$53.73 to Account #0900-1100-0-1110-1000-430000-021-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jay Strickland

DATE: November 3, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Donation of jackets and sweatshirts from All Valley Youth Football League.
Approximately 100 items.

PURPOSE: To provide warmth for children of HESD who might not otherwise have a jacket/sweatshirt.

FISCAL IMPACT: None

RECOMMENDATIONS: To approve

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Lindsey Calvillo

DATE: 11/7/17

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

FOR: () Information
(X) Action

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

ITEM: Consider approval of donations to Lee Richmond from: The Hanford Rotary Club

- Dictionaries to all 3rd grade students.

PURPOSE: To give our 3rd grade students a resource to help with writing and understanding the meaning of words.

FISCAL IMPACT:

None.

RECOMMENDATION: Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form**TO:** Joy Gabler**FROM:** Ramiro Flores**DATE:** 11/9/17**FOR:** (X) Board Meeting
() Superintendent's Cabinet**FOR:** () Information
(X) Action

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

ITEM: Donation from Hamilton Parent Teacher Club**PURPOSE:** To use toward student rewards.**FISCAL IMPACT:**

Increase of \$1100.00 to 0100-1100-0-1110-1000-430000-029-0000.

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Kenneth Eggert

DATE: November 16, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

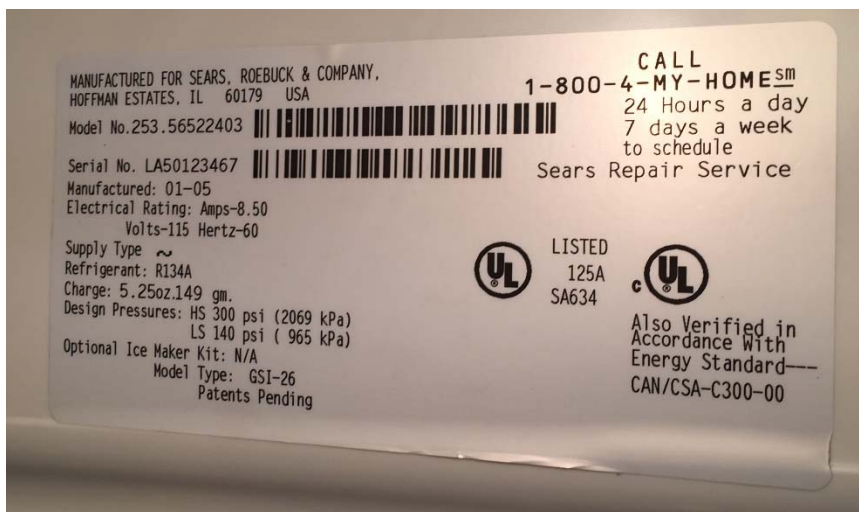
FOR: ☐ Information
☒ Action

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

ITEM: Donation by Ron Riso to the Woodrow Wilson Parent Club of a Kenmore Side by Side Refrigerator/Freezer. Valued at \$200.00

PURPOSE:

Ron Riso donated a Kenmore Side by Side Refrigerator/Freezer to the snack bar in support of the Woodrow Wilson Parent Club.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve donation

ADM-018

7/16

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: November 13, 2017

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

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

ITEM: Donation of \$142.00 from Spirit & PridePURPOSE: Accept donation of \$142.00 from Spirit & Pride to Monroe General FundMonroe Materials & Supplies \$142.00
0100-1100-0-1110-1000-430000-024-0000FISCAL IMPACT (if any): \$142.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jennifer Pitkin

DATE: 12/1/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Bicycle donation (2 bikes per grade level, 2nd – 6th grade)**PURPOSE:** Accept bicycle donation from London Properties**FISCAL IMPACT:****RECOMMENDATIONS:** Action

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: December 4, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Donation of \$2,516.21 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

PURPOSE: To be used to purchase sports uniforms and student incentives.

FISCAL IMPACT: Increase of \$2,516.21 to Jefferson Budget as follows:

0900-1100-0-1110-1000-430000-021-0000 \$2,516.21

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/28/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/13/17

ITEM: 2017-2018 Annual Williams Report

PURPOSE: The Kings County Office of Education has provided the district with the 2017-2018 Annual Williams Report for Hamilton Elementary, MLK Elementary and Lincoln Elementary. California Education Code section 1240 requires that the County Office visit identified schools to evaluate the sufficiency of standards-aligned instructional materials, the conditions of the facilities, teacher assignments and the accuracy of the data published in the School Accountability Report Card in the aforementioned areas. This annual report is required by Education Code section 1240(c)(2)(B) pursuant to the Williams and Valenzuela Settlements. All three schools did not have any exceptions or findings.

FISCAL IMPACT: None**RECOMMENDATIONS:** None



RECEIVED

NOV 17 2017

Supt's Office

November 9, 2017

Ms. Joy Gabler, Superintendent
Hanford Elementary School District
P.O. Box 1067
Hanford, CA 93232

Subject: **2017-18 Annual Williams Report for:**

**Hamilton Elementary School
Martin Luther King, Jr. School
Lincoln Elementary School**

Dear Ms. Gabler:

Background:

California Education Code section 1240 requires that the County Office visit schools identified within the county, review information in the areas noted below, and report to you the results of the visits and reviews. This Annual Report for Fiscal Year 2017-2018 is provided for submission to your governing board at a regularly scheduled meeting as required by Ed Code section 1240(c)(2)(B) pursuant to the Williams and Valenzuela Settlements. This report presents the results of visits and reviews of Hamilton Elementary, Martin Luther King, Jr., and Lincoln Elementary Schools.

The purpose of the reviews and visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have "sufficient" standards-aligned instructional materials in the four core subject areas (English/Language Arts, Mathematics, History/Social Science and Science), including Science Laboratory equipment in grades 9-12, and, as appropriate, in Foreign Languages, and Health;
2. Determine if there is any facility condition that "poses an emergency or urgent threat" to the health or safety of pupils or staff; and
3. Determine if the school has provided accurate data on the annual School Accountability Report Card (SARC) related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the County Superintendent annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API). While the areas enumerated in this paragraph are not mandated to be a part of this report to you, they are being included so that you and the citizens of the community will have complete understanding of the environments in which Hamilton Elementary, Martin Luther King, Jr., and Lincoln Elementary Schools are functioning.

Before proceeding with the report, here are the definitions of basic terms:

- **“Sufficient instructional materials”** means every pupil, including English Language Learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an **“emergency or urgent threat”** is a condition that poses a threat to the health or safety of pupils or staff while at school.
- **“Good repair”** means the school facilities are clean, safe and functional as determined pursuant to the School Facility Inspection and Evaluation Instrument developed by the Office of Public School Construction [Facility Inspection Tool (FIT)] or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in “good repair.”

The school’s evaluation report follows this letter. If exceptions are found, they will be shown under the section of the evaluation. In addition, a combined report is also attached to respond to the district audit findings requirement.

In conclusion, be assured each of you receiving this report and, especially the Hanford Elementary School District Board, administration, staff and students that the Kings County Office of Education is readily available to support actions needed to address any needs identified in this report.

Sincerely,



Carmen Barnhart
Assistant Superintendent, Educational Services
Kings County Office of Education

Hamilton Elementary School

Review Areas and Findings:

A review of the school includes many areas as prescribed by the law. County Office staff performed a site visit at Hamilton Elementary School to review instructional materials, facilities, and the School Accountability Report Card on August 3 and September 1, 2017. Additional areas of review include teacher assignment/misassignment, audit review and findings, and Uniform Complaint Procedures.

Instructional Materials:

In the sampling of classroom instructional materials we surveyed 7 of the 20 total classrooms (based upon the required visit to at least 25% of each K-8 grade level classrooms and 20% of all core subject taught in grades 9 - 12). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was found from the review and supplemental documentation that Hamilton Elementary School has sufficient textbooks and materials available to support the school's instructional program.***

School Facilities:

Under school facilities, the County Office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional.

School Facility Repair Status:

The State of California Office of Public School Construction (OPSC) developed Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year the district maintenance staff completes the Facility Inspection Tool (FIT). The FIT Overall Rating for Hamilton Elementary School was an average of 100% and a School Rating of "Exemplary."

School Facility Conditions:

During the site review, it was found the grounds and facilities are in excellent condition and without exceptions.

School Accountability Report Card (SARC):

There are specific statutory reporting requirements in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)).

Hamilton Elementary School (cont'd)

A priority of the review when visiting Williams schools is “the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089.”

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school.

A review of the school’s SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, Curriculum Development and Instructional Materials. ***From the review, it was found the SARC had the required elements and accurately reflected the state of Hamilton Elementary School.***

For the 2009-10 school year a worksheet was designed to assist the County Superintendents in determining the accuracy of the data reported on the school SARC’s of Deciles 1-3 schools as required by Education Code section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools.

School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j))

Teacher Assignment/Misassignment:

Out of an enrollment of **456** students taken on September 1, 2017, the County Office credentials analyst has verified that all **20** teachers hold the appropriate EL authorization, with no vacancies or misassignments. ***No exceptions were found.***

Martin Luther King, Jr. School

Review Areas and Findings:

A review of the school includes many areas as prescribed by the law. County Office staff performed a site visit at Martin Luther King, Jr. School to review instructional materials, facilities, and the School Accountability Report Card on August 3 and September 1, 2017. Additional areas of review include teacher assignment/misassignment, audit review and findings, and Uniform Complaint Procedures.

Instructional Materials:

In the sampling of classroom instructional materials we surveyed 6 of the 25 total classrooms (based upon the required visit to at least 25% of each K-8 grade level classrooms and 20% of all core subject taught in grades 9 - 12). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was found from the review and supplemental documentation that Martin Luther King, Jr. School has sufficient textbooks and materials available to support the school's instructional program.***

School Facilities:

Under school facilities, the County Office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional.

School Facility Repair Status:

The State of California Office of Public School Construction (OPSC) developed Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year the district maintenance staff completes the Facility Inspection Tool (FIT). The FIT Overall Rating for Martin Luther King, Jr. School was an average of 100% and a School Rating of "Exemplary."

School Facility Conditions:

During the site review, it was found the grounds and facilities are in excellent condition and without exceptions.

School Accountability Report Card (SARC):

There are specific statutory reporting requirements in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)).

Martin Luther King, Jr. School (cont'd)

A priority of the review when visiting Williams schools is “the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089.”

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school.

A review of the school’s SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, Curriculum Development and Instructional Materials. ***From the review, it was found the SARC had the required elements and accurately reflected the state of Martin Luther King, Jr. School.***

For the 2009-10 school year a worksheet was designed to assist the County Superintendents in determining the accuracy of the data reported on the school SARC’s of Deciles 1-3 schools as required by Education Code section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools.

School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j))

Teacher Assignment/Misassignment:

Out of an enrollment of **588** students taken on September 1, 2017, the County Office credentials analyst has verified that all **25** teachers hold the appropriate EL authorization, with no vacancies or misassignments. ***No exceptions were found.***

Lincoln Elementary School

Review Areas and Findings:

A review of the school includes many areas as prescribed by the law. County Office staff performed a site visit at Lincoln Elementary School to review instructional materials, facilities, and the School Accountability Report Card on August 3 and September 1, 2017. Additional areas of review include teacher assignment/misassignment, audit review and findings, and Uniform Complaint Procedures.

Instructional Materials:

In the sampling of classroom instructional materials we surveyed 6 of the 20 total classrooms (based upon the required visit to at least 25% of each K-8 grade level classrooms and 20% of all core subject taught in grades 9 - 12). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was found from the review and supplemental documentation that Lincoln Elementary School has sufficient textbooks and materials available to support the school's instructional program.***

School Facilities:

Under school facilities, the County Office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional.

School Facility Repair Status:

The State of California Office of Public School Construction (OPSC) developed Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year the district maintenance staff completes the Facility Inspection Tool (FIT). The FIT Overall Rating for Lincoln Elementary School was an average of 100% and a School Rating of "Exemplary."

School Facility Conditions:

During the site review, it was found the grounds and facilities are in excellent condition and without exceptions.

School Accountability Report Card (SARC):

There are specific statutory reporting requirements in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)).

Lincoln Elementary School (cont'd)

A priority of the review when visiting Williams schools is “the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089.”

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school.

A review of the school’s SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, Curriculum Development and Instructional Materials. *From the review, it was found the SARC had the required elements and accurately reflected the state of Lincoln Elementary School.*

For the 2009-10 school year a worksheet was designed to assist the County Superintendents in determining the accuracy of the data reported on the school SARC’s of Deciles 1-3 schools as required by Education Code section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools.

School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j))

Teacher Assignment/Misassignment:

Out of an enrollment of 446 students taken on September 1, 2017, the County Office credentials analyst has verified that all 20 teachers hold the appropriate EL authorization, with no vacancies or misassignments. *No exceptions were found.*

Uniform Complaint Procedure:

In reference to the Uniform Complaint information, the quarterly complaint reports indicate that there have been no complaints filed with the Hanford Elementary School District since the introduction of the Williams Act.

Audit Review and Findings:

Hanford Elementary School District’s 2015-2016 Annual Audit Report had no audit exceptions related to instructional materials program funds, teacher misassignment, and the School Accountability Report Card.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: December 1, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

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

ITEM: Receive for information a report from Parent Advisory Committee Meeting held on May 23, 2017.
(For Meeting #5)

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: May 23, 2017 (Meeting #5)
Starting Time: 9:00 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 PAC received information on the following:

- Draft of the 2017-2018 to 2019-2020 LCAP (PAC received and reviewed the draft LCAP)
- Review of the LCAP approval process
 - Public Hearing June 14, 2017
 - Board Approval June 28, 2017

The PAC made the following recommendations:

- Approve the Report to the Board from Meeting 4 held on April 25, 2017
- PAC recommends that the HESD Board of Trustees approve the 2017-2018 to 2019-2020 LCAP

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Lucy Gomez

DATE: December 1, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

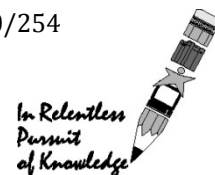
For: ☒ Information
☐ Action

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

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) for the meeting held on May 24, 2017. (For DELAC Meeting #5)

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 Language Advisory Committee Meeting Agenda

Date of Meeting: May 24, 2017
Starting Time: 10:00 a.m.
Location: District Office Board Room, 714 N. White Street

Purpose of Meeting: To advise the Governing Board on Administration of the annual Language Census Report; to review and comment on the written notifications required to be sent to parents and guardians; to advise the governing board on Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements; to advise the governing board on the establishment of district program, goals, and objectives for programs and services for English learners

The DELAC received information on the following topics

- Review/comment/provide input on the draft of the 2017-2018 to 2019-2020 LCAP
- Review of the LCAP approval process
 - Public Hearing June 14, 2017
 - Board Approval June 28, 2017
- Review/comment/provide input on the district and school annual needs assessment (Title I Evaluation)
- Review/comment/provide input on the 2017-2018 Consolidated Application for Funding
- Review/comment/provide input on the 2017-2018 LEAP Addendum
- Review/comment/provide input on the 2017-2018 Title III Action Plan for English Learners

The DELAC made the following recommendations:

- Approve the district's LCAP 2017-2018 to 2019-2020
- Approve the 2017-2018 Consolidated Application for Funding
- Approve the 2017-2018 LEAP Addendum
- Approve the 2017-2018 Title III Action Plan for English Learners

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Receive for information monthly financial reports for the period of 07/01/2017-11/30/2017.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2017-11/30/2017. These reports have incorporated the latest board approved budget revisions.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 0100 General Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,017,986.36	\$10,017,986.36		
REVENUES						
1) LCFF Sources	8010-8099	\$4,314,952.00	\$18,209,669.94	\$52,170,690.00	34.90	65.10
2) Federal Revenues	8100-8299	(\$20,309.46)	\$611,361.27	\$4,557,463.00	13.41	86.59
3) Other State Revenues	8300-8599	\$718,672.50	\$919,986.30	\$5,885,089.00	15.63	84.37
4) Other Local Revenues	8600-8799	\$148,969.98	\$699,524.01	\$2,206,909.65	31.70	68.30
5) Total, Revenues		\$5,162,285.02	\$20,440,541.52	\$64,820,151.65	31.53	68.47
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,397,263.61	\$9,674,607.14	\$26,799,306.00	36.10	63.90
2) Classified Salaries	2000-2999	\$927,239.46	\$4,157,410.23	\$10,589,248.00	39.26	60.74
3) Employee Benefits	3000-3999	\$1,208,383.27	\$4,774,317.83	\$16,118,608.00	29.62	70.38
4) Books and Supplies	4000-4999	\$177,319.18	\$1,655,480.09	\$5,152,826.97	32.13	67.87
5) Services, Oth Oper Exp	5000-5999	\$288,447.54	\$1,904,234.96	\$3,785,821.54	50.30	49.70
6) Capital Outlay	6000-6999	\$36,218.00	\$113,432.57	\$493,827.64	22.97	77.03
7) Other Outgo(excl. 7300`s)	7100-7499	\$53,707.00	\$244,573.00	\$1,379,583.00	17.73	82.27
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$334,000.00)	0.00	100.00
9) Total Expenditures		\$5,088,578.06	\$22,524,055.82	\$63,985,221.15	35.20	64.80
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$797,181.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$797,181.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$73,706.96	(\$2,083,514.30)	\$37,749.50		
ENDING FUND BALANCE			\$7,934,472.06	\$10,055,735.86		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 0900 Charter Schools Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$361,412.19	\$361,412.19		
REVENUES						
1) LCFF Sources	8010-8099	\$314,483.00	\$1,238,816.00	\$3,691,129.00	33.56	66.44
3) Other State Revenues	8300-8599	\$0.00	\$3,298.77	\$349,317.00	0.94	99.06
4) Other Local Revenues	8600-8799	\$0.00	\$1,627.13	\$9,350.89	17.40	82.60
5) Total, Revenues		\$314,483.00	\$1,243,741.90	\$4,049,796.89	30.71	69.29
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$145,714.97	\$585,131.96	\$1,675,837.00	34.92	65.08
2) Classified Salaries	2000-2999	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Employee Benefits	3000-3999	\$53,573.70	\$185,911.96	\$708,504.00	26.24	73.76
4) Books and Supplies	4000-4999	\$8,553.49	\$32,726.50	\$136,256.50	24.02	75.98
5) Services, Oth Oper Exp	5000-5999	\$5,849.69	\$45,706.16	\$1,306,895.00	3.50	96.50
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$5,010.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$185,000.00	0.00	100.00
9) Total Expenditures		\$213,691.85	\$849,476.58	\$4,017,502.50	21.14	78.86
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$66,750.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$66,750.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$100,791.15	\$394,265.32	(\$34,455.61)		
ENDING FUND BALANCE			\$755,677.51	\$326,956.58		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 1300 Cafeteria Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,346,224.92	\$1,291,841.64		
REVENUES						
2) Federal Revenues	8100-8299	\$308,762.97	\$514,009.07	\$2,930,549.00	17.54	82.46
3) Other State Revenues	8300-8599	\$23,467.48	\$41,775.87	\$207,776.00	20.11	79.89
4) Other Local Revenues	8600-8799	\$4,417.40	\$60,709.46	\$329,951.00	18.40	81.60
5) Total, Revenues		\$336,647.85	\$616,494.40	\$3,468,276.00	17.78	82.22
EXPENDITURES						
2) Classified Salaries	2000-2999	\$94,653.09	\$416,002.72	\$1,095,802.00	37.96	62.04
3) Employee Benefits	3000-3999	\$34,852.92	\$136,797.26	\$383,365.00	35.68	64.32
4) Books and Supplies	4000-4999	\$161,166.78	\$560,424.07	\$1,816,803.00	30.85	69.15
5) Services, Oth Oper Exp	5000-5999	\$1,569.49	\$4,648.49	(\$12,998.72)	(35.76)	135.76
6) Capital Outlay	6000-6999	\$20,994.72	\$20,994.72	\$56,000.00	37.49	62.51
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$149,000.00	0.00	100.00
9) Total Expenditures		\$313,237.00	\$1,138,867.26	\$3,487,971.28	32.65	67.35
NET INCREASE (DECREASE) IN FUND BALANCE		\$23,410.85	(\$522,372.86)	(\$19,695.28)		
ENDING FUND BALANCE			\$823,852.06	\$1,272,146.36		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 1400 Deferred Maintenance Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$18,724.12	\$18,724.12		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$373.89	\$1,200.00	31.16	68.84
5) Total, Revenues		\$0.00	\$300,373.89	\$301,200.00	99.73	0.27
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$1,312.11	\$101,200.00	1.30	98.70
6) Capital Outlay	6000-6999	\$62.29	\$87,735.08	\$218,724.12	40.11	59.89
9) Total Expenditures		\$62.29	\$89,047.19	\$319,924.12	27.83	72.17
NET INCREASE (DECREASE) IN FUND BALANCE		(\$62.29)	\$211,326.70	(\$18,724.12)		
ENDING FUND BALANCE			\$230,050.82	\$0.00		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 1500 Pupil Transportation Equip

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

13 Hanford Elementary School District

Fiscal Year: 2018

Requested by dendo

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

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

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 2100 Building Fund-Local

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$8,553,055.44	\$8,553,055.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$23,001.47	\$44,000.00	52.28	47.72
5) Total, Revenues		\$0.00	\$23,001.47	\$44,000.00	52.28	47.72
EXPENDITURES						
6) Capital Outlay	6000-6999	\$461,247.51	\$1,530,951.80	\$4,400,000.00	34.79	65.21
9) Total Expenditures		\$461,247.51	\$1,530,951.80	\$4,400,000.00	34.79	65.21
NET INCREASE (DECREASE) IN FUND BALANCE		(\$461,247.51)	(\$1,507,950.33)	(\$4,356,000.00)		
ENDING FUND BALANCE			\$7,045,105.11	\$4,197,055.44		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 2500 CapitalFacilities Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$760,146.11	\$760,146.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$14,193.59	\$185,834.22	\$267,000.00	69.60	30.40
5) Total, Revenues		\$14,193.59	\$185,834.22	\$267,000.00	69.60	30.40
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$1,750.00	\$186,942.40	\$212,828.00	87.84	12.16
6) Capital Outlay	6000-6999	\$0.00	\$9,116.25	\$9,116.25	100.00	0.00
9) Total Expenditures		\$1,750.00	\$196,058.65	\$221,944.25	88.34	11.66
NET INCREASE (DECREASE) IN FUND BALANCE		\$12,443.59	(\$10,224.43)	\$45,055.75		
ENDING FUND BALANCE			\$749,921.68	\$805,201.86		

13 Hanford Elementary School District

Fiscal Year: 2018

Requested by dendo

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 4000 Special Reserve - Capital Outlay

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,732,960.11	\$3,732,960.11		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$10,154.16	\$40,000.00	25.39	74.61
5) Total, Revenues		\$0.00	\$10,154.16	\$40,000.00	25.39	74.61
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$19,200.00	\$840,000.00	2.29	97.71
9) Total Expenditures		\$0.00	\$19,200.00	\$840,000.00	2.29	97.71
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$9,045.84)	(\$800,000.00)		
ENDING FUND BALANCE			\$3,723,914.27	\$2,932,960.11		

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

Fiscal Position Report

November 2017

12/4/2017 10:14:33AM

Fund: 6720 Self-Insurance/Other

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$383,392.38	\$383,392.38		
REVENUES						
4) Other Local Revenues	8600-8799	\$1,222.06	\$152,751.31	\$688,023.26	22.20	77.80
5) Total, Revenues		\$1,222.06	\$152,751.31	\$688,023.26	22.20	77.80
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	(\$126,584.54)	\$113,493.31	\$706,477.00	16.06	83.94
9) Total Expenditures		(\$126,584.54)	\$113,493.31	\$706,477.00	16.06	83.94
NET INCREASE (DECREASE) IN FUND BALANCE		\$127,806.60	\$39,258.00	(\$18,453.74)		
ENDING FUND BALANCE			\$422,650.38	\$364,938.64		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Receive the Budget Calendar for the 2018-2019 budget.

PURPOSE:

Attached is the timeline the District will follow for the preparation of the 2018-2019 school district budget.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Receive the Budget Calendar.

2017		
October	13	KCOE LCAP Meeting
	24	Parent Advisory Committee Meeting (including LCAP consultation)
	25	DELAC Committee Meeting (including LCAP consultation)
December	13	Budget and Local Control Accountability Plan (LCAP) calendar presented to Board of Trustees (Endo)
2018		
January	22	Site Allocation Planning. Determine School/Department planning figures for 18-19 Personnel and Supply allocations (Gabler/Endo)
	30	Parent Advisory Committee Meeting (including LCAP consultation)
	31	DELAC Committee Meeting (including LCAP consultation)
February	2-4/9	Parent, Student and Staff Surveys (LCAP, Parent, Healthy Kids, Bryte Bites)
	5	LCAP Consultation at HETA Meet & Consult (Gabler)
	9	Send 18-19 Staff Classified Allocation to S.O.O./Managers/HR
	12	LCAP consultation at CSEA Meet & Consult (Gabler)
	21	Student Leadership Academy (5 th - 8th grade students) to be held at Jr. Highs. The Academy will include LCAP discussion.
	23	Annual Staff Planning – Meeting #1
	28	Distribute budget materials to Schools and Departments (Pupil Allocation). Potential budget memos for next year
March	1-30	Superintendent to review Department budgets with managers at briefings. Review budget memos with managers
	1-30	Principals/Department Heads develop budgets
	2	Annual Staff Planning – Meeting #2

- 5 LCAP consultation at HETA Meet & Consult (Gabler)
- 5 Annual Staff Planning – Meeting #2 ADA/enrollment projections for calculation of Income (Gabler/Endo)
- 9 Annual Staff Planning Meeting #3
- 12 Review Personnel (Exec. Council)
- 13 Parent Advisory Committee Meeting (including LCAP Consultation)
- 14 18-19 Certificated Pre-Staffing
- 14 DELAC meeting (including LCAP consultation)
- 19 LCAP consultation at CSEA Meet & Consult (Gabler)
- 20 18-19 Certificated Staffing
- 30 18-19 General Purpose and Special Ed budgets due to Fiscal Services

- | | |
|-------|--|
| April | <ul style="list-style-type: none"> 9 LCAP consultation at HETA Meet & Consult including preview of Draft 2018-19 LCAP (Gabler) 11 Establish Budget Committee 24 Release Draft of LCAP for public review and comment 24 Submit Draft LCAP to KCOE for review 24 LCAP consultation at CSEA Meet & Consult including review of the Draft 2018-19 LCAP (Gabler) 24 Parent Advisory Committee Meeting including presentations of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received 25 DELAC meeting including presentation of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received. |
|-------|--|

	25	Review 18-19 proposed income and expenditures. Make any necessary adjustments to balance (Gabler/Endo)
	25	18-19 Categorical & Cafeteria Budgets due to Fiscal Services
	25	Categorical personnel percentage splits memo to Dept. Heads/HR (Endo/Carlton)
	25	HESD Board sets dates for Public hearings for proposed 2018-19 LCAP and Budget. Superintendent notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP.
May	1	18-19 Annual Staff Planning – Classified
	7	LCAP consultation at HETA Meet & Consult (Gabler)
	21	LCAP consultation at CSEA Meet & Consult (Gabler)
	21	Superintendent review of school plans (EC 64001) to ensure that the specific actions included in the LCAP are consistent with strategies included in the school plans
	29	Public Notice re: 2018-2019 LCAP and Budget (at least 14 days prior to hearing)
	29	Parent Advisory Committee meeting (including LCAP consultation)
	30	DELAC meeting (including LCAP consultation)
June	13	Board Meeting Public Hearings to solicit recommendations and comments of members of the public regarding 18-19 LCAP and Budget
	27	Board Meeting – ADOPT 18-19 LCAP and Budget
	28	Post LCAP on District's website
August	11 (deadline dependent on budget signing)	Adopt, within 45 days after the Governor signs the budget, revisions to reflect changes in income or expenditures stemming from the State budget legislation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: December 1, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

ITEM: Receive the following revised Board Policy and Administrative Regulation for Information:

- BP 0460 – Local Control Accountability Plan

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

FISCAL IMPACT: None

RECOMMENDATIONS: Receive for Information.

Hanford ESD

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The Board shall adopt a districtwide local control and accountability plan (LCAP), following the template provided in 5 CCR 15497.5, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year. (Education Code 52060; 5 CCR 15497.5)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)
 (cf. 0450 - Comprehensive Safety Plan)
 (cf. 5030 - Student Wellness)
 (cf. 6171 - Title I Programs)
 (cf. 7110 - Facilities Master Plan)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the ~~number~~~~numbers~~ of students in ~~various~~ student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. – Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
 (cf. 4140/4240/4340 - Bargaining Units)
 (cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the

timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair
[33430-33436 Learning Communities for School Success Program; grants for LCAP implementation](#)

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

[Promising Practices for Developing and Implementing LCAPs](#)~~Impact of Local Control Funding-
Formula on Board Policies, November 2013~~

~~Local Control Funding Formula 2013~~, Governance Brief, ~~November 2016~~[August 2013](#)

[LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics](#), Governance Brief,
rev. October 2016

~~State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet,
August 2013~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

[Every Student Succeeds Act - Update #6, January 18, 2017](#)

[LCFF Frequently Asked Questions](#)

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 13, 2014 Hanford, California

revised: September 23, 2015

revised: December 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: December 1, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

ITEM: Receive the following revised Board Policy and Administrative Regulation for Information:

- BP 6174 – Education for English Learners
- AR 6174 – Education for English Learners

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

FISCAL IMPACT: None

RECOMMENDATIONS: Receive for Information.

Hanford ESD

Board Policy

Education For English ~~Language~~ Learners

BP 6174

Instruction

The Governing Board intends to provide English learners with challenging curriculum and instruction that develop proficiency in English ~~as rapidly and effectively as possible~~ while facilitating student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

~~A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC.~~

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)

The ~~district Superintendent or designee~~ shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school ~~or community staff research-based organization personnel~~ professional development that is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~To The Superintendent or designee shall encourage parent/guardian and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to~~ support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

~~(cf. 0420 - School Plans/Site Councils)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 6020 - Parent Involvement)~~

Identification and Assessment

The Superintendent or designee shall maintain procedures ~~which provide~~ for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with ~~allowable~~ testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7)

(cf. ~~61526162~~.51 - State Academic Achievement Tests)

Language Acquisition Programs

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

Language acquisition programs are educational programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. The language acquisition programs provided to students shall be informed by research and shall lead to grade-level proficiency and academic achievement in both English and another language. (Education Code 306)

The district shall offer Placement of English Learners

Students who are English learners a structured English immersion program to ensure that English learners have access to the core academic content standards, including the English language development standards, and become proficient in English. In the structured shall be educated through "structured English immersion" (also known as "sheltered English immersion program, nearly"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction shall be provided in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning English the language. (Education Code 305-306)

For "Nearly all," for the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all"; means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

(cf. 6142.2 - World/Foreign Language Instruction)

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state

academic content standards.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310)

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

(cf. 6151 - Class Size)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program. (Education Code 310)

(cf. 5145.6 - Parental Notifications)

When an English learner is determined pursuant to state and district reclassification criteria to have~~has~~ acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)

~~(cf. 6162.5 - Student Assessment)~~

~~An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:~~

~~* An overall proficiency level of intermediate, early advanced or advanced on the state's designated English language proficiency test.~~

~~At language acquisition program any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream classroom program. (5 CCR 11301)~~

~~Parental Exception Waivers~~

~~When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)~~

~~Each waiver request shall be considered on its individual merits with deference given to the parent/guardian's preference for student placement.~~

~~A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)~~

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding~~closely monitor on an annual basis:~~

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year.

The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference:

EDUCATION CODE

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48980 Parental notifications

48985 Notices to parents in language other than English

52052 Numerically~~Academic Performance Index; numerically~~ significant student subgroups

52060-52077 Local control and accountability plan

52130-52135 Impacted Languages Act of 1984
 52160-52178 Bilingual Bicultural Act
[56305 CDE manual on English learners with disabilities](#)
[60603 Definition, recently arrived English learner](#)
~~[60200.7 Suspension of state instructional materials adoptions](#)~~
 60605.87 Supplemental instructional materials, English language development
 60640 California Assessment of Student Performance and Progress
 60810-60812 Assessment of language development
 62005.5 Continuation of advisory committee after program sunsets
 CODE OF REGULATIONS, TITLE 5
 853.5-853.7 Test administration; universal tools, designated supports, and accommodations
 11300-11316 English learner education
 11510-11517 California English Language Development Test
 UNITED STATES CODE, TITLE 20
[1412 Individuals with Disabilities Education Act; state eligibility](#)
 1701-1705 Equal Educational Opportunities Act
[6311 Title I state plan](#)
 6312 ~~Title I local~~ education agency plans
 6801-~~7014~~~~6874~~ Title III, ~~language~~ instruction for ~~limited~~ English ~~learners~~
 and immigrant students
[7801 Definitions](#)
[CODE OF FEDERAL REGULATIONS, TITLE 34](#)
[100.3 Discrimination prohibited](#)
[200.16 Assessment of English learners](#)
~~[7012 Parental notification](#)~~
 COURT DECISIONS
 Valeria G. v. Wilson, (2002) 307 F.3d 1036
 California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141
 McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196
 Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698
 ATTORNEY GENERAL OPINIONS
 83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

[CSBA PUBLICATIONS](#)

[English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016](#)

[English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016](#)

[English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014](#)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

[Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015](#)

Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014

~~California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013~~

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014

Common Core State Standards for Mathematics, rev. 2013

Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, 2013

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION ~~PUBLICATIONS~~~~NONREGULATORY GUIDANCE~~
Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017
English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007

WEB SITES

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 19, 1999 Hanford, California

revised: May 16, 2001

revised: September 23, 2015

revised: December 13, 2017

Hanford ESD

Administrative Regulation

Education For English ~~Language~~ Learners

AR 6174
Instruction

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Native speaker of English means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

~~English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)~~

~~English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)~~

~~English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)~~

~~Structured English immersion (also known as "sheltered English immersion") means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)~~

~~Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's~~

~~native language.—(Education Code 306)~~

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the state's designated English language proficiency test for initial identification. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the state's designated English language proficiency test shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.~~67~~. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR 11516-11516.6.

~~7.~~ Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. ~~that are appropriate and necessary to address the student's individual needs.~~ If the student~~the/she~~ is unable to participate in the assessment or a portion of the assessment even with such accommodations, ~~he/she shall be administered~~ an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR 11516-11516.~~7~~; 20 USC 1412)

(cf. ~~6152~~6162.51 - State Academic Achievement Tests)

(cf. 6159 - Individualized Education Program)

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

~~Parental Notifications~~

The Superintendent or designee ~~shall provide the following written notifications to parents/guardians of English learners:~~

~~1. —Assessment Notification: The district~~ shall notify parents/guardians of their child's results on the state's English language proficiency assessment within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

~~The 2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5-CCR-H1309)~~

~~3. Title III Notifications: Each~~ parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title ~~I or Title~~ III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 440; 20 USC ~~63127012~~)

~~1a.~~ The reason for the identification of the student~~student's classification~~ as an English learner and the need for placement in a language acquisition program

~~2b.~~ The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

~~3e.~~ A description of the ~~program for English-language~~ acquisition program in which the student is, or will be, participating~~development instruction~~, including a description of all of the following:

~~a.~~ The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction

~~b.(1)~~ The manner in which the program will meet the educational strengths and needs of the student

~~c.(2)~~ The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and graduation

~~d.(3)~~ The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable.

~~e.(4)~~ Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

~~4.~~ Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request

~~5d.~~ Information regarding a parent/guardian's option to decline to ~~enroll~~allow the student ~~to be enrolled~~ in the program or to choose another program or method of instruction, if available~~to~~

~~allow the student to be enrolled in an alternative program~~

6e. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

~~4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians of each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)~~

Parental Exception Waivers

~~A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)~~

~~1. The student already possesses sufficient English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth grade average, whichever is lower.~~

~~2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.~~

~~3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.~~

~~Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)~~

~~The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to~~

~~refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)~~

~~When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.~~

~~Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)~~

~~Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)~~

~~All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)~~

~~Any individual school in which 20 or more students of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)~~

~~In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal. (5 CCR 11309)~~

~~Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)~~

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English

learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The ~~following~~ measures ~~shall be~~ used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the state's English language proficiency assessment
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least ~~two~~ four years following their reclassification to determine whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committee

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of

students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

~~7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316~~

(cf. 0420 - School Plans/Site Councils)
 (cf. 1220 - Citizen Advisory Committees)
 (cf. 5020 - Parent Rights and Responsibilities)
 (cf. 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

(cf. 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 19, 1999 Hanford, California

revised: February 21, 2003

revised: May 7, 2003

revised: May 6, 2005

revised: September 23, 2015

revised: [December 13, 2017](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: November 13, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

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

ITEM: Review recommended revisions to Board Policy & Administrative Regulation 6145.2
– Athletic Competition

PURPOSE: Policy and regulation updated to reflect new law which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect requirements that districts and schools post specified Title IX information on their web sites by July 1, 2017

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Athletic Competition

BP 6145.2

Instruction

The ~~the~~ Governing Board has control of ~~Trustees and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.~~

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program, ~~providing participants with an opportunity to promote physical well-being, enhance self-confidence, and helps to build school spirit and promote a positive school climate while learning values such as teamwork and sportsmanship.~~ The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.—

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

(cf. 5030 - Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education and Activity)

(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship.
Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. ~~1230 - School Connected Organizations~~ 1260 - Educational Foundation)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. ~~3100 - Budget~~ 1325 - Advertising and Promotion)

(cf. ~~3452 - Student Activity Funds~~)

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

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

(cf. ~~5137 - Positive School Climate~~)

(cf. ~~6142.7 - Physical Education~~)

(cf. ~~7110 - Facilities Master Plan~~)

~~Sportsmanship~~

~~The Board supports the ideals of sportsmanship, ethical conduct and fair play~~1700 - Relations Between Private Industry and commits the district to providing an environment which promotes good sportsmanship~~the Schools)~~

~~The Board expects athletes, coaches, spectators and others to demonstrate good sportsmanship during all athletic competition. Students and staff are responsible for maintaining sportsmanlike behavior at all times and may be subject to disciplinary action for improper conduct.~~

~~Each school shall adopt and implement appropriate guidelines and rules related to sportsmanship, citizenship and behavior at athletic contests.~~

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

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

~~(cf. 5131.4 - Campus Disturbances)~~

~~(cf. 5144 - Discipline)~~

(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law, prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both genders are provided males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

~~The Board encourages all interested students to participate in the athletic program and try out for teams.~~

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and policies, any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or

designee at each participating school shall be responsible for site-level decisions, as appropriate.

~~The~~ The Board shall annually designate a representative to the local CIF league. ~~In making this selection, the Board shall consider~~ from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the ~~employee's position who demonstrates an~~ understanding of the district's goals for student learning and interscholastic ~~and extracurricular~~ activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and ~~individual~~ interpersonal communication and leadership skills.

~~The Superintendent or designee shall ensure that CIF representatives~~ The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues, ~~as well as activities and prospective actions related to athletics~~ athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Student Eligibility

~~Participation in the district interscholastic athletic program is limited to those students who maintain minimum progress toward completing district graduation requirements, maintain the required grade point average established~~

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and co-curricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

~~(cf. 5111.1 - District Residency)~~

(cf. 6145 - Extracurricular and Cocurricular Activities)

~~(cf. 5111.11 - Residency of Students With Caregiver)~~

(cf. 51166146.1 - Intradistrict Open Enrollment) High School Graduation Requirements

~~(cf. 5117 - Interdistrict Attendance)~~

~~(cf. 5117.1 - Interdistrict Attendance Agreements)~~

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

~~(cf. 51176173.2 - Alternative Interdistrict Attendance Program)~~ Education of Children of Military Families

In addition, the Superintendent or designee shall ensure that students participating in

interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. ~~5118 - Transfers~~ 3260 - Fees and Charges)

(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship, and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)

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

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5144 - Discipline)

~~(cf. 5121 - Grades/Evaluation of Student Achievement)~~

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

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

~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. ~~Universal precautions shall be observed when injuries occur.~~

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

In the event of an injury or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

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

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

(cf. 5141.1 - ~~Accidents~~ - Health Care and Emergencies)

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

(cf. 5141.2322 - ~~Infectious Disease Prevention~~Diseases)

~~Students shall have a medical clearance before participating in the interscholastic athletic program.~~

~~(cf. 5131.61 - Drug Testing)~~

~~(cf. 5131.63 - Anabolic Steroids)~~

~~(cf. 5141.3 - Health Examinations)~~

~~Care shall be taken to ensure that all athletic training and competition is conducted in a manner which will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.~~

~~(cf. 5143 - Insurance)~~

Supervision

~~All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training and preparation for competition. Athletic events shall be officiated by qualified personnel.~~

~~(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)~~

Whenever an injury is suffered by a student, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

Legal Reference:

EDUCATION CODE

200-~~261~~262.4 Prohibition of discrimination ~~on the basis~~

17578 Cleaning and sterilizing of ~~sex~~football equipment

17580-17581 Football equipment

32220-32224 Insurance for athletic teams, especially:

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 ~~CDE~~ California Department of Education authority over interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

35160.5 District policies; rules and regulations

~~35161 Powers and duties generally~~

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

35179.5 Interscholastic athletics; limitation on full-contact practices

48850 Interscholastic athletics; students in foster care and homeless students

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

49020-49023 Athletic programs; legislative intent, equal opportunity, ~~apportionment,~~ prohibited sex discrimination

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-~~4962~~4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance, especially:~~

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of ~~pupils~~students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 602 F. 3d 957

McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275

Kahn v. East Side Union High School District, (2003) 31 Cal. 4th 990
Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

~~A Board Member's Guide to CIF and Interscholastic Sports~~

~~CIF Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws, 1996-97

~~NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS~~

~~Rules on Bleeding Players~~

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

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

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources:

<http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: November 2009

revised: November 2011
revised: November 2017

Hanford ESD

Administrative Regulation

Athletic Competition

AR 6145.2
Instruction

Sportsmanship

~~Sportsmanship involves taking a loss or defeat without complaint, taking victory without gloating and treating opponents and officials with fairness, courtesy and respect.~~

~~Unacceptable behavior at all school contests includes berating an opponent's school or mascot, berating opposing players and making obscene cheers or gestures.—~~

~~Coaches, athletes, cheerleaders and spectators shall respect the integrity and judgment of sports officials.— Words or gestures of complaint about officials' calls are unacceptable.—~~

Nondiscrimination and Equivalent Opportunities in the Athletic Program

~~No student shall~~~~(cf. 4118—Suspension/Disciplinary Action)~~
~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~
~~(cf. 5144—Discipline)~~

Equivalent Opportunity

~~Exclusion on the basis of gender from participation in any extracurricular or athletic program or activity constitutes discrimination.—(Education Code 230)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~No person shall on the basis of gender~~ be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic or intramural athletics. ~~The district shall not provide athletics separately on such basis.—(5—CCR 4920, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is

based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf.

The district may provide single-gender teams where selection for teams is based on competitive skills.—(5 CCR 4921)

5125 - Student Records)

When a school provides only one team in a particular sport for members of one gender sex, but provides no team in the same sport for members of the other gender sex, and athletic opportunities in the total program for that gender sex have been previously limited, members of the excluded gender sex shall be allowed to try out for the team.—(5 CCR 4921 and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

When

The Superintendent or designee shall ensure that equivalent opportunities are available to both genders sexes in athletic programs; the district shall consider by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and other-extracurricular and co-curricular levels of competition effectively accommodate the interests and abilities of both genders sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
- ~~4. Travel and per diem allowances~~
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
- ~~9. Provision of housing and dining facilities and services~~
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. Health 1113 - District and Safety School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice

or competition. (Education Code 49475)

~~(cf. Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition.—~~

~~Whenever an athlete incurs an injury or wound that produces bleeding or other bodily fluids, the athlete shall be appropriately treated as soon as possible, using universal precautions.~~

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

~~(cf. 5141.1—Accidents)~~

~~(cf. 5141.23—Infectious Disease Prevention)~~

5145.6 - Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

Sudden Cardiac Arrest

The Superintendent or designee shall distribute an information sheet on sudden cardiac arrest to all student athletes who will be participating in an athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of

sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Additional Parental Notifications

Before a student participates in interscholastic athletic activities, ~~his/her parents/guardians shall receive the Superintendent or designee shall~~, in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above, send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8

3. Explains that there is an element of risk associated with all athletic ~~competition competitions~~ and that the district cannot ~~ensure guarantee~~ that ~~their student students~~ will not be injured, despite ~~the staff's a~~ commitment to ~~provide for~~ every participant's health and welfare

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

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the ~~school~~district to and from competitions

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

3. — Explains

6. States the district's expectation that ~~it is imperative that the student students~~ adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to ~~conduct and~~ sportsmanship ~~and citizenship~~

(cf. 5144 - Discipline)

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

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

8. Includes information about the district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, or prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency.

(cf. 5131.63 - Steroids)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	May 16, 2001 Hanford, California
revised:	December 2014
revised:	October 2015
revised:	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: November 14, 2017

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

Date you wish to have your item considered: 12/13/17

ITEM: Consider for information the following revised Board Policy:

BP 5111.1 - District Residency

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): None

Hanford ESD

Board Policy

District Residency

BP 5111.1

Students

The Board of Trustees desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of

receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)
(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE

220 _Prohibition of discrimination
35160.5 _Intradistrict open enrollment
35351 _Assignment of students to particular schools
46600-46611 _Interdistrict attendance permits
48050-48054 _Nonresidents
48200-48208 _Compulsory education law, especially:
48204 _Residency requirements
48204.1-48204.2 Evidence of residency
48300-48316 _Student attendance alternatives, school district of choice program
48350-48361 _Open Enrollment Act transfers
[48645.5 Former juvenile court school students, enrollment](#)
48852.7 _Education of homeless students; immediate enrollment
48853.5 _Education of foster youth; immediate enrollment
48980 _Notifications at beginning of term
52317 _Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 _Caregivers

GOVERNMENT CODE

6205-6210 _Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 _Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435_ McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

U.S. DEPARTMENT OF JUSTICE OFFICE FOR CIVIL RIGHTS DIVISION AND, U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Fact Sheet: Information on the Rights of All Children to Enroll in School

Dear Colleague Letter: Questions and Answers for States, School Enrollment Procedures, May 8, 2014
Districts and Parents, 2012

WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

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

U.S. Department of Justice: <http://www.justice.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 27, 2016 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: November 14, 2017

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

Date you wish to have your item considered: 12/11/17

ITEM: Consider for information the following revised Board Policy and Administrative Regulation:

BP/AR 5113 - Absences and Excuses

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): None

Hanford ESD

Board Policy

Absences And Excuses

BP 5113

Students

The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. ~~administration regulations.~~ (Education Code 48205)

~~Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.~~

~~At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 and 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)~~

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

~~Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.~~

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation~~regulations~~.

(Education Code 46014)

~~Effect of Absence on Grades/Credits~~

~~If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonable given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)~~

~~A student's grades may be affected by excessive unexcused absences in accordance with Board policy.~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 6154—Homework/Makeup Work)~~

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

~~2550-2558.6 Computation of revenue limits~~

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards
 48340-48341 Improvement of student attendance

48980 Parental notifications

49067 Unexcused absences as cause of failing grade
 49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor for medical treatment

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 244 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 19, 1998 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

revised:

Hanford ESD

Administrative Regulation

Absences And Excuses

AR 5113
Students

Excused Absences

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205) ~~(Head Lice is excused for up to three calendar days.)~~

2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment ~~appointments~~ (Education Code 48205)

4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

—"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/-daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)

~~65.~~ The illness or medical appointment ~~during school hours~~ of a child to whom the student is the custodial parent (Education Code 48205)

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

~~76.~~ Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

a.— Appearance in court

b.— Attendance at a funeral service

- c.— Observation of a holiday or ceremony of his/her religion
- d.— Attendance at religious retreats for no more than~~not to exceed~~ four hours per semester
- e.— Attendance at an employment conference ~~(student employment)~~

f.— Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process~~offered by a nonprofit organization.~~

8. Service as a member of a precinct board for an election pursuant~~7. Participation in religious exercises or to Elections Code 12302 receive moral instruction and in accordance with district policy: (Education Code 4820546014)~~

(cf. 6142.3 - Civic Education)

9a.— In such instances, the student shall attend at least the minimum school day

b.— The student shall be excused for this purpose on no more than four days per school month

8. To spend time with ~~an~~his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205~~code 48201)~~

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

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)

a. The student's parent/guardian shall provide written consent for the absence.

b. The student shall attend at least the minimum school day.

c. The student shall be excused from school for this purpose on no more than four days per school month.

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

Method of Verification

-When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

- 1.— Written note, ~~-fax, or email~~, or voice mail from parent/guardian or parent representative.—
(~~Education Code 46012~~)
- 2.— Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. —The employee shall document the verification and include the information specified in item #2 above.
- 4.— Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the contact a medical office to confirm the time of the appointment.
 - b. ~~If a physician's note may be required anytime the school deems necessary. When a student~~ shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student has had 10 absences.

Parental Notifications

At in the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students for illness verified by methods listed in #1-4 above, any further absences for illness must be verified by a physician. Parents that school authorities may excuse any student from school cannot afford to obtain confidential a medical services without the consent of the student's parent/guardian (Education Code 46010.1) verification by a physician must obtain verification from the school nurse.

3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: July 30, 2002

revised: March 25, 2008

revised: June 13, 2012

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: November 14, 2017

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

Date you wish to have your item considered: 12/13/17

ITEM: Consider for information the following revised Board Policy:

BP 6111 - School Calendar

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): None

Hanford ESD

Board Policy

School Calendar

BP 6111

Instruction

For each district school, the Board of Trustees shall adopt a school calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s).~~–~~ As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

(cf. 0200 - Goals for the School District)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

~~The Board shall, at its first regular business meeting in March of each year, adopt the school calendars for the ensuing school year.~~

~~The Superintendent or designee shall submit tentative calendars to the Board in the event consensus could not be achieved by March 1 in negotiations with the teacher's association or for any other unforeseen reason.~~

~~Prior to submitting the proposed final or tentative calendars to the Board for approval, the Superintendent or designee shall have made efforts to coordinate the district's school calendars with the Hanford High School District.~~

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation ~~–~~days, minimum days, vacation periods, and other pertinent dates.

(cf. 6112 - School Day)

(cf. 6115 - Ceremonies and Observances)

(cf. 6117 - Year-Round Schedules)

(cf. 6177 - Summer Learning Programs~~School~~)

The district shall offer a minimum of 175~~180~~ days of instruction per school year, until it equals or exceeds the local control funding formula target established~~except for it any school year in which the district and employee organization(s) agree to have fewer days of instruction pursuant to the authorization in~~ Education Code 42238.02, at which time it shall offer 180 days or more of

instruction per school year. (Education Code 41420, 46208)46201.2.

(cf. 1431 - Waivers)

Staff development days shall not be counted as instructional days.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331- Staff Development)

Notification of the schedule of minimum days and student-free staff development days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days or student-free staff development days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and nonclassified staff. (Elections Code 12283)

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

(cf. 5113 - Absences and Excuses)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37220-37223 Holidays

~~37252-37254.1 Summer school~~

~~37300-37307 Year Round School Demonstration Project~~

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-~~37712~~~~37714~~ Four-day week

41420 Apportionment withholding, schools not maintained for 175 days

41422 Schools not maintained for 175 days

42238.02 Local control funding formula

~~41530-41532 Professional Development Block Grant~~

46200-~~46208~~~~46206~~ Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~

~~44579-44579.6 Instructional Time and Staff Development Reform Program~~

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

Butt v. State of California, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Davis Joint Unified School District, (1984) PERB Decision No. 474

Management Resources:

WEB SITES

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

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

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

Secretary of State's Office: <http://www.sosss.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 21, 1993 Hanford, California

reviewed: May 16, 2001

revised: September 20, 2006

revised: December 7, 2011

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3260 – Fees And Charges

PURPOSE:

The attached Administrative Regulation is being revised to reflect a California Department of Education (CDE) management advisory regarding the prohibition against requiring parent/guardian volunteer hours or payment as a condition of the student's enrollment or participation in educational activities. Regulation updated to reflect NEW LAW (AB 2615, 2016) which permits districts to charge a fee for participation in After School Education and Safety (ASES) programs, 21st Century Community Learning Center (21st CCLC) programs, and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program, as long as the fee is waived or reduced for low-income families and, effective July 1, 2017, the fee is not charged for a homeless or foster youth. Regulation also clarifies the permissibility of charging a fee for in-state field trips in accordance with CDE's interpretation of law, provided that no student is prevented from participating based on a lack of funds.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3260 – Fees And Charges

Hanford ESD

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

The Governing Board ~~of Trustees~~ recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

—No student shall be required to pay a fee, deposit~~any fees, deposits~~, or other ~~charge~~charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

~~(cf. 1321 - Solicitation of Funds from and by Students)~~

(cf. 3100 - Budget)

~~(cf. 3290 - Gifts, Grants and Bequests)~~

(cf. 6145 - Extracurricular and Cocurricular~~Co-Curricular~~ Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving~~For~~ such ~~authorized~~ fees, deposits, ~~and~~ charges, ~~the district shall consider students' and parents/guardians' ability to pay when~~ establishing fee schedules, ~~or determining whether and granting~~ waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of district students' families and their ability to pay.

(cf. 3250 - Transportation Fees)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not restrict the district from soliciting for donations, participating in fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. It also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

~~Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using~~

~~(cf. 1321 - Solicitation of Funds from and by Students)~~

~~(cf. 3290 - Gifts, Grants and Bequests)~~

~~The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.~~

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

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

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

Complaints

~~A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with~~ the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

~~If, upon investigation, the district finds merit in the complaint, the~~The Superintendent or designee shall ~~recommend and the Board shall adopt an appropriate remedy~~~~include information in the annual notification required by 5 CCR 4622~~ to be provided to all ~~affected district~~ students ~~and, parents/guardians in accordance with 5 CCR 4600.~~

~~Information related, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees for participation, deposits or other charges in order to participate in an educational activity shall be included in the district's annual notification of , unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622.~~ (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

~~The Superintendent or designee shall include information on Fees and Charges in the Staff Handbook for administrators, teachers, and other personnel to be informed about permissible fees.~~

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

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

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

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs8482.6 After School Education and Safety programs~~8760-8774~~8773 Outdoor science and conservation programs17453.1 District sale or lease of Internet appliances or personal computers to students or parents

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-~~38086.1~~~~38085~~ Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39801.5 Transportation for adults

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant foreign nationals~~aliens~~56504 School records; students with disabilities

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures~~4622 Notice~~

UNITED STATES CODE, TITLE 8

1184 Foreign students

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
 Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
 Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
 Hartzell v. Connell (1984) 35 Cal. 3d 899
 CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION ~~PUBLICATIONS~~
~~MANAGEMENT~~
~~ADVISORIES~~

~~Pupil Fees: Damage to School Property, 1030-97-~~ Fiscal Management Advisory ~~16-01,~~
~~September 16, 2016~~

~~Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015~~

~~Pupil 97-02: Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation~~
~~Ceremony, Addendum to Fiscal Management Advisory 12-02, October 4, 2013~~

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

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 11, 2013

revised:

Hanford ESD

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

~~The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)~~

When approved by the Governing Board of Trustees, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-~~8774~~, ~~8773~~ provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement for the direct Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for

his/her own possession and use, such as wood shop, art, or sewing projects kept by the student
(Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and ~~as long as~~ exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8.— Transportation for students to and from their places of employment in connection with any summer employment ~~program~~~~programs~~ for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1) ~~Fees for community service classes—(Education Code 51815)~~

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

~~1244.~~ Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and, at a price not to exceed the district's actual costs ~~—(Education Code 32033)~~

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

~~1342.~~ Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing, if he/she is a former student, up to two transcripts or two verifications of a former student's~~his/her various~~ records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

~~1413.~~ Actual ~~costs~~ of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)

~~14. — Actual costs of duplication for reproduction of the prospectus of school curriculum — (Education Code 49091.14)~~

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. As allowed in law, replacement cost~~Fines~~ or ~~reimbursement~~reimbursements for lost or willfully damaged district books, supplies, or property, or for district~~damage to library~~ property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state ~~or~~ out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes as specified in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship~~law~~ (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~20. Physical education uniforms~~

~~(cf.~~

~~6142.7 - Physical Education and Activity)~~

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: September 11, 2013

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: December 4, 2017

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 13, 2017**

ITEM: Receive the following revised Board Policy for information.

PURPOSE: The following Board Policy reflects changes (see underlined and strikeouts) to pay rates for day-to-day certificated substitutes and temporary teachers as well as payment for long-term substitute pay rates.

- BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates
(revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated Personnel**BP 4121.2****CERTIFICATED SUBSTITUTE AND TEMPORARY TEACHER PAY RATES****Substitute Teachers**

Day-to-Day Substitutes

T-K – 8

\$110/day

~~Pre-K~~ ————— ~~K-6~~ ————— ~~7-8~~

1st through 30th consecutive instructional day in same assignment	————— \$50.00/ ½ day	————— \$100/day	————— \$110/day
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Long-Term Substitutes: More than 30 consecutive instructional days in same classroom/assignment. At the conclusion of the initial long-term assignment, substitute may be considered for continuance of the long-term rate at the discretion of the District. The long-term rate of pay may be applied at the District's discretion beginning the first day in the substitute's assignment when the assignment is pre-planned and/or expected to last beyond 30 school days.

~~Pre-K~~ ————— ~~K-6~~ ————— ~~7-8~~

Regular (Preliminary or Clear) K-8 Credential	————— \$ 90/ ½ day	————— 180/day	————— \$190/day
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Long-term Substitute Emergency Permit	—————	————— \$160/day	————— \$170/day
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T-K – 8

<u>Regular (Preliminary or Clear) K-8 Credential</u>	<u>\$190/day</u>
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<u>Long-term Substitute Emergency Permit or Teacher Permit for Statutory Leave (TPSL)</u>	<u>\$170/day</u>
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Home Instruction

Average Hourly Rate (AHR) based on the Certificated Teacher Salary Schedule

Substitute Nurses

Mutually acceptable per diem rate.

The Superintendent or designee shall develop administrative regulations to implement this policy and pay procedures.

Policy

adopted: November 15, 2000

revised: October 16, 2002

revised: August 24, 2005

revised: January 20, 2010

revised: December 10, 2014

revised: November 18, 2015

revised: _____, 2017 (effective 1/1/18)

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: November 10, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Memorandum of Understanding between the Family HealthCare Network and the Hanford Elementary School District

PURPOSE: To provide access a health care provided by a mobile unit operated by Family HealthCare Network, monthly at the following Hanford Elementary School District schools: Roosevelt, Lincoln and King. The mobile unit will provide routine screenings, labs, immunizations, physical exams for children and adults, sports physicals, well child visits, eligibility assistance, and health education.

FISCAL IMPACT: Minor Fiscal Impact

RECOMMENDATIONS: Approve

MEMORANDUM OF UNDERSTANDING

Between

Family HealthCare Network

And

Hanford Elementary School District

Roosevelt Elementary School

This Memorandum of Understanding (MOU) is made and entered into this 1 day of December, 2017 by and between Family HealthCare Network, 305 E. Center Avenue, Visalia CA 93291 (hereinafter referred to as "FHCN") and Hanford Elementary School District, specifically, Roosevelt Elementary School, 870 W. Davis, Hanford, CA 93230 (hereinafter referred to as "HESD-ROO").

1. Purpose:

This MOU is being entered into for the purposes of identifying key roles of each of the organizations when working together to implement the mobile health project as partners. As two separate organizations, FHCN and HESD-ROO have a common mission to provide services that strengthen youth, families and communities.

Both organizations will maintain open communication and operate transparently as partners, serving mutually in a multitude of ways to promote and deliver the program's services successfully. Each entity will retain autonomy and execute its own management decisions within its respective independent organization.

2. Organizations Roles and Responsibilities:

A. HESD-ROO will provide the following:

1. Provide adequate space to park the 38-foot mobile health unit in an appropriate area on school grounds during mutually approved scheduled timeframes at HESD-ROO, 820 Hume Avenue, Hanford, CA 93230.
2. Provide access to a restroom for FHCN staff, as available.
3. Provide a space for patient waiting such as a 10 x 10 pop up canopy.
4. Provide access to electrical power for a 30' 125/250 Vac power cord for shore power using a 50 AMP Reel Model, as available.
5. Partner and support FHCN to promote mobile health unit availability.
6. Communicate with FHCN within two weeks of any modifications to the agreed upon schedule.

B. FHCN will provide the following:

1. FHCN will provide access to a full service mobile health unit for students, families, and the local community to access within the organization's scope of services.
2. FHCN will use only the designated location which has been agreed upon by HESD-ROO.
3. FHCN will offer mobile health services to students, families, and the local community on an agreed upon schedule between FHCN and HESD-ROO.
4. FHCN will contract for and provide General Liability Insurance in the amount of at least \$1,000,000.00 and name HESD-ROO as an additional insured. Proof of such insurance shall be provided to HESD-ROO prior to commencement of services for the designated site location of the mobile health unit.
5. FHCN will maintain mobile health unit on FHCN auto insurance.
6. FHCN will maintain current licensure for the mobile health unit, drivers and health service providers.
7. FHCN will ensure that proper safety equipment will be on the mobile health unit.
8. FHCN will communicate with HESD-ROO on any modifications to the agreed upon schedule between FHCN and HESD-ROO. Modifications may occur due to low utilization, vehicle maintenance needs, and staffing levels.

3. Hold Harmless Provision:

- A. Each party agrees to defend, hold harmless, and indemnify the other party's (and the other party's Board Members, officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses, losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including, but not limited to, personal injury, death at any time, and property damage) arising out of or made necessary by: (a) the indemnifying party's breach of the terms of this MOU, (b) the act or omission of the indemnifying party, its Board Members, employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its Board Members, officers, employees, agents, assigns, or invitees on the other party's premises.
- B. In the event that any action or proceeding is brought against any party by reason of any claim or demand discussed in this section, upon notice, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party or parties. The obligation to indemnify set forth in this section shall include reasonable attorneys' fees and investigation costs and all other reasonable costs, expenses, and liabilities from the first notice that any claim or demand is made.
- C. The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its Board Members, officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty,

forfeiture, cost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sole active negligence or willful misconduct of the other party, its officers, employees, trustees, or agents.

- D. These indemnification obligations shall survive the expiration and/or termination of this MOU for any claims that occur during the period of the MOU.
4. Effective Date and Duration. The MOU and the obligations hereunder shall be effective upon signatures and dates of all parties. The agreement and the scope of services under this MOU will cover all services rendered as of December 1, 2017 and end November 31, 2018.
5. Termination of MOU for Convenience of Either Party. Either party may terminate this MOU at any time by giving to the other party thirty (30) days written notice of each termination. Termination for convenience shall be effective at 11:59 p.m., Pacific Standard Time on the intended date for termination (the "Termination Date"). The termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
6. Termination of MOU for Cause. If either party fails to perform its duties under this MOU or if either party breaches any of the material terms or provisions of the MOU, then the non-breaching party shall have the right to terminate this MOU effective immediately upon giving written notice to the breaching party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
7. Entire Agreement and Modification. This MOU supersedes all previous agreements and constitutes the entire understanding of the parties hereto. All parties specifically acknowledge that in entering into and executing this MOU that they shall rely solely upon the provisions contained in this MOU.
8. Enforceability. If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
9. Employment Status. FHCN and its officers, employees, or agents shall, during the entire term of the MOU, be construed to be an independent contractor and nothing in this MOU is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow HESD-ROO to exercise direction or control over the professional manner in which FHCN performs the services which are the subject matter of this MOU. FHCN understands and agrees that its employees shall not and will not be eligible for membership in for any benefits from any HESD-ROO group plan for hospital, surgical, or medical insurance, or for membership in any HESD-ROO retirement program, or for paid vacation, sick leave or other leave, with or without pay, or for any other benefit which accrues to a HESD-ROO employee.
10. Attorney Fees. If the parties become involved in arbitration or litigation concerning this MOU or the performance of this MOU, the prevailing party shall be entitled to an award of reasonable costs and expenses of arbitration or litigation, including expert witness fees and attorney fees.

11. Compensation/Billing. Compensation for this program for the duration of the MOU is at no cost to HESD-ROO.
12. Confidentiality. Services provided by FHCN are confidential in nature. All student records, health records or other records provided to FHCN and their officers, agents, or employees, except as authorized by law are confidential and are not to be shared with other parties. Confidential information obtained by HESD-ROO or its Board Members, officers, agents, or employees, in the course of receiving services and/or residential placements under this MOU may not be disclosed except as authorized by law or unless HESD-ROO secures prior written authorization from HESD-ROO and the parent/guardian of the child. FHCN and HESD-ROO and its Board Members, officers, agents, and employees, agree to obey all applicable laws and regulation, including without limitation the provisions of the Health Information Portability and Accountability Act, the Public Health Service Act (42 U.S.C. Section 290ee-3), Title 42 of the Code of Federal Regulations, any other applicable Federal, State, or local laws, regulations, directives, or guidelines. All student records by HESD-ROO are confidential as provided for by the California Education Code and the Federal Educational Rights and Privacy Act. FHCN agrees to have all of its employees abide by these confidentiality laws regarding student records.
13. Third Party Rights. Nothing in this MOU shall be construed to give any rights or benefits to anyone other than FHCN and HESD-ROO.
14. Litigation. This MOU represents the entire understanding of FHCN and HESD-ROO as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises, representations, or agreement(s) with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by all the parties hereto.
15. Legal Compliance. Each party shall comply with all laws as may be applicable for the provision of services within the scope of this MOU, and within the State and Federal audit compliance requirements as set forth by the State Department of Mental Health and Federal regulations.

Organization representative and signatory authority:

Hanford Elementary School District-
Roosevelt Elementary School
Superintendent

Joy Gabler

Family HealthCare Network
President & CEO


Kerry Hydash

MEMORANDUM OF UNDERSTANDING

Between

Family HealthCare Network

And

Hanford Elementary School District

Lincoln Elementary School

This Memorandum of Understanding (MOU) is made and entered into this 1 day of December, 2017 by and between Family HealthCare Network, 305 E. Center Avenue, Visalia CA 93291 (hereinafter referred to as "FHCN") and Hanford Elementary School District, specifically, Lincoln Elementary School, 832 S Harris St, Hanford, CA 93230 (hereinafter referred to as "HESD-LES").

1. Purpose:

This MOU is being entered into for the purposes of identifying key roles of each of the organizations when working together to implement the mobile health project as partners. As two separate organizations, FHCN and LES have a common mission to provide services that strengthen youth, families and communities.

Both organizations will maintain open communication and operate transparently as partners, serving mutually in a multitude of ways to promote and deliver the program's services successfully. Each entity will retain autonomy and execute its own management decisions within its respective independent organization.

2. Organizations Roles and Responsibilities:

A. HESD-LES will provide the following:

1. Provide adequate space to park the 38-foot mobile health unit in an appropriate area on school grounds during mutually approved scheduled timeframes at HESD-LES, 832 S Harris St, Hanford, CA 93230.
2. Provide access to a restroom for FHCN staff, as available.
3. Provide a space for patient waiting such as a 10 x 10 pop up canopy.
4. Provide access to electrical power for a 30' 125/250 Vac power cord for shore power using a 50 AMP Reel Model, as available.
5. Partner and support FHCN to promote mobile health unit availability.
6. Communicate with FHCN within two weeks of any modifications to the agreed upon schedule.

B. FHCN will provide the following:

1. FHCN will provide access to a full service mobile health unit for students, families, and the local community to access within the organization's scope of services.
2. FHCN will use only the designated location which has been agreed upon by HESD-LES.
3. FHCN will offer mobile health services to students, families, and the local community on an agreed upon schedule between FHCN and HESD-LES.
4. FHCN will contract for and provide General Liability Insurance in the amount of at least \$1,000,000.00 and name HESD-LES as an additional insured. Proof of such insurance shall be provided to HESD-LSD prior to commencement of services for the designated site location of the mobile health unit.
5. FHCN will maintain mobile health unit on FHCN auto insurance.
6. FHCN will maintain current licensure for the mobile health unit, drivers and health service providers.
7. FHCN will ensure that proper safety equipment will be on the mobile health unit.
8. FHCN will communicate with HESD-LES on any modifications to the agreed upon schedule between FHCN and HESD-LES. Modifications may occur due to low utilization, vehicle maintenance needs, and staffing levels.

3. Hold Harmless Provision:

- A. Each party agrees to defend, hold harmless, and indemnify the other party's (and the other party's Board Members, officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses, losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including, but not limited to, personal injury, death at any time, and property damage) arising out of or made necessary by: (a) the indemnifying party's breach of the terms of this MOU, (b) the act or omission of the indemnifying party, its Board Members, employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its Board Members, officers, employees, agents, assigns, or invitees on the other party's premises.
- B. In the event that any action or proceeding is brought against any party by reason of any claim or demand discussed in this section, upon notice, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party or parties. The obligation to indemnify set forth in this section shall include reasonable attorneys' fees and investigation costs and all other reasonable costs, expenses, and liabilities from the first notice that any claim or demand is made.
- C. The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its Board Members, officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty,

forfeiture, cost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sole active negligence or willful misconduct of the other party, its officers, employees, trustees, or agents.

- D. These indemnification obligations shall survive the expiration and/or termination of this MOU for any claims that occur during the period of the MOU.
4. Effective Date and Duration. The MOU and the obligations hereunder shall be effective upon signatures and dates of all parties. The agreement and the scope of services under this MOU will cover all services rendered as of December 1, 2017 and end November 31, 2018.
 5. Termination of MOU for Convenience of Either Party. Either party may terminate this MOU at any time by giving to the other party thirty (30) days written notice of each termination. Termination for convenience shall be effective at 11:59 p.m., Pacific Standard Time on the intended date for termination (the "Termination Date"). The termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
 6. Termination of MOU for Cause. If either party fails to perform its duties under this MOU or if either party breaches any of the material terms or provisions of the MOU, then the non-breaching party shall have the right to terminate this MOU effective immediately upon giving written notice to the breaching party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
 7. Entire Agreement and Modification. This MOU supersedes all previous agreements and constitutes the entire understanding of the parties hereto. All parties specifically acknowledge that in entering into and executing this MOU that they shall rely solely upon the provisions contained in this MOU.
 8. Enforceability. If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
 9. Employment Status. FHCN and its officers, employees, or agents shall, during the entire term of the MOU, be construed to be an independent contractor and nothing in this MOU is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow HESD-LES to exercise direction or control over the professional manner in which FHCN performs the services which are the subject matter of this MOU. FHCN understands and agrees that its employees shall not and will not be eligible for membership in for any benefits from any HESD-LES group plan for hospital, surgical, or medical insurance, or for membership in any HESD-LES retirement program, or for paid vacation, sick leave or other leave, with or without pay, or for any other benefit which accrues to a HESD-LES employee.
 10. Attorney Fees. If the parties become involved in arbitration or litigation concerning this MOU or the performance of this MOU, the prevailing party shall be entitled to an award of

reasonable costs and expenses of arbitration or litigation, including expert witness fees and attorney fees.


11. Compensation/Billing. Compensation for this program for the duration of the MOU is at no cost to HESD-LES.
12. Confidentiality. Services provided by FHCN are confidential in nature. All student records, health records or other records provided to FHCN and their officers, agents, or employees, except as authorized by law are confidential and are not to be shared with other parties. Confidential information obtained by HESD-LES or its Board Members, officers, agents, or employees, in the course of receiving services and/or residential placements under this MOU may not be disclosed except as authorized by law or unless HESD-LES secures prior written authorization from HESD-LES and the parent/guardian of the child. FHCN and HESD-LES and its Board Members, officers, agents, and employees, agree to obey all applicable laws and regulation, including without limitation the provisions of the Health Information Portability and Accountability Act, the Public Health Service Act (42 U.S.C. Section 290ee-3), Title 42 of the Code of Federal Regulations, any other applicable Federal, State, or local laws, regulations, directives, or guidelines. All student records by HESD-LES are confidential as provided for by the California Education Code and the Federal Educational Rights and Privacy Act. FHCN agrees to have all of its employees abide by these confidentiality laws regarding student records.
13. Third Party Rights. Nothing in this MOU shall be construed to give any rights or benefits to anyone other than FHCN and HESD-LES.
14. Litigation. This MOU represents the entire understanding of FHCN and HESD-LES as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises, representations, or agreement(s) with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by all the parties hereto.
15. Legal Compliance. Each party shall comply with all laws as may be applicable for the provision of services within the scope of this MOU, and within the State and Federal audit compliance requirements as set forth by the State Department of Mental Health and Federal regulations.

Organization representative and signatory authority:

Hanford Elementary School District-
Lincoln Elementary School
Superintendent

Joy Gabler

Family HealthCare Network
President & CEO


Kerry Hydash

MEMORANDUM OF UNDERSTANDING

Between

Family HealthCare Network

And

Hanford Elementary School District

Martin Luther King, Jr. Elementary School

This Memorandum of Understanding (MOU) is made and entered into this 1 day of December, 2017 by and between Family HealthCare Network, 305 E. Center Avenue, Visalia CA 93291 (hereinafter referred to as "FHCN") and Hanford Elementary School District, specifically, Martin Luther King, Jr. Elementary School, 820 Hume Avenue, Hanford, CA 93230 (hereinafter referred to as "HESD-MLK").

1. Purpose:

This MOU is being entered into for the purposes of identifying key roles of each of the organizations when working together to implement the mobile health project as partners. As two separate organizations, FHCN and HESD-MLK have a common mission to provide services that strengthen youth, families and communities.

Both organizations will maintain open communication and operate transparently as partners, serving mutually in a multitude of ways to promote and deliver the program's services successfully. Each entity will retain autonomy and execute its own management decisions within its respective independent organization.

2. Organizations Roles and Responsibilities:

A. HESD-MLK will provide the following:

1. Provide adequate space to park the 38-foot mobile health unit in an appropriate area on school grounds during mutually approved scheduled timeframes at HESD-MLK, 820 Hume Avenue, Hanford, CA 93230.
2. Provide access to a restroom for FHCN staff, as available.
3. Provide a space for patient waiting such as a 10 x 10 pop up canopy.
4. Provide access to electrical power for a 30' 125/250 Vac power cord for shore power using a 50 AMP Reel Model, as available.
5. Partner and support FHCN to promote mobile health unit availability.
6. Communicate with FHCN within two weeks of any modifications to the agreed upon schedule.

B. FHCN will provide the following:

1. FHCN will provide access to a full service mobile health unit for students, families, and the local community to access within the organization's scope of services.
2. FHCN will use only the designated location which has been agreed upon by HESD-MLK.
3. FHCN will offer mobile health services to students, families, and the local community on an agreed upon schedule between FHCN and HESD-MLK.
4. FHCN will contract for and provide General Liability Insurance in the amount of at least \$1,000,000.00 and name HESD-MLK as an additional insured. Proof of such insurance shall be provided to HESD-MLK prior to commencement of services for the designated site location of the mobile health unit.
5. FHCN will maintain mobile health unit on FHCN auto insurance.
6. FHCN will maintain current licensure for the mobile health unit, drivers and health service providers.
7. FHCN will ensure that proper safety equipment will be on the mobile health unit.
8. FHCN will communicate with HESD-MLK on any modifications to the agreed upon schedule between FHCN and HESD-MLK. Modifications may occur due to low utilization, vehicle maintenance needs, and staffing levels.

3. Hold Harmless Provision:

- A. Each party agrees to defend, hold harmless, and indemnify the other party's (and the other party's Board Members, officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses, losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including, but not limited to, personal injury, death at any time, and property damage) arising out of or made necessary by: (a) the indemnifying party's breach of the terms of this MOU, (b) the act or omission of the indemnifying party, its Board Members, employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its Board Members, officers, employees, agents, assigns, or invitees on the other party's premises.
- B. In the event that any action or proceeding is brought against any party by reason of any claim or demand discussed in this section, upon notice, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party or parties. The obligation to indemnify set forth in this section shall include reasonable attorneys' fees and investigation costs and all other reasonable costs, expenses, and liabilities from the first notice that any claim or demand is made.
- C. The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its Board Members, officers, employees, trustees, or agents) is

actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sole active negligence or willful misconduct of the other party, its officers, employees, trustees, or agents.

- D. These indemnification obligations shall survive the expiration and/or termination of this MOU for any claims that occur during the period of the MOU.
4. Effective Date and Duration. The MOU and the obligations hereunder shall be effective upon signatures and dates of all parties. The agreement and the scope of services under this MOU will cover all services rendered as of December 1, 2017 and end November 31, 2018.
5. Termination of MOU for Convenience of Either Party. Either party may terminate this MOU at any time by giving to the other party thirty (30) days written notice of each termination. Termination for convenience shall be effective at 11:59 p.m., Pacific Standard Time on the intended date for termination (the "Termination Date"). The termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
6. Termination of MOU for Cause. If either party fails to perform its duties under this MOU or if either party breaches any of the material terms or provisions of the MOU, then the non-breaching party shall have the right to terminate this MOU effective immediately upon giving written notice to the breaching party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
7. Entire Agreement and Modification. This MOU supersedes all previous agreements and constitutes the entire understanding of the parties hereto. All parties specifically acknowledge that in entering into and executing this MOU that they shall rely solely upon the provisions contained in this MOU.
8. Enforceability. If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
9. Employment Status. FHCN and its officers, employees, or agents shall, during the entire term of the MOU, be construed to be an independent contractor and nothing in this MOU is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow HESD-MLK to exercise direction or control over the professional manner in which FHCN performs the services which are the subject matter of this MOU. FHCN understands and agrees that its employees shall not and will not be eligible for membership in for any benefits from any HESD-MLK group plan for hospital, surgical, or medical insurance, or for membership in any HESD-MLK retirement program, or for paid vacation, sick leave or other leave, with or without pay, or for any other benefit which accrues to a HESD-MLK employee.
10. Attorney Fees. If the parties become involved in arbitration or litigation concerning this MOU or the performance of this MOU, the prevailing party shall be entitled to an award of

reasonable costs and expenses of arbitration or litigation, including expert witness fees and attorney fees.


11. Compensation/Billing. Compensation for this program for the duration of the MOU is at no cost to HESD-MLK.
12. Confidentiality. Services provided by FHCN are confidential in nature. All student records, health records or other records provided to FHCN and their officers, agents, or employees, except as authorized by law are confidential and are not to be shared with other parties. Confidential information obtained by HESD-MLK or its Board Members, officers, agents, or employees, in the course of receiving services and/or residential placements under this MOU may not be disclosed except as authorized by law or unless HESD-MLK secures prior written authorization from HESD-MLK and the parent/guardian of the child. FHCN and HESD-MLK and its Board Members, officers, agents, and employees, agree to obey all applicable laws and regulation, including without limitation the provisions of the Health Information Portability and Accountability Act, the Public Health Service Act (42 U.S.C. Section 290ee-3), Title 42 of the Code of Federal Regulations, any other applicable Federal, State, or local laws, regulations, directives, or guidelines. All student records by HESD-MLK are confidential as provided for by the California Education Code and the Federal Educational Rights and Privacy Act. FHCN agrees to have all of its employees abide by these confidentiality laws regarding student records.
13. Third Party Rights. Nothing in this MOU shall be construed to give any rights or benefits to anyone other than FHCN and HESD-MLK.
14. Litigation. This MOU represents the entire understanding of FHCN and HESD-MLK as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises, representations, or agreement(s) with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by all the parties hereto.
15. Legal Compliance. Each party shall comply with all laws as may be applicable for the provision of services within the scope of this MOU, and within the State and Federal audit compliance requirements as set forth by the State Department of Mental Health and Federal regulations.

Organization representative and signatory authority:

Hanford Elementary School District-
Martin Luther King, Jr., Elementary School
Superintendent

Family HealthCare Network
President & CEO

Joy Gabler



Kerry Hydash

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: November 28, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Consultant Contract with Sharon Ramseier-Williams for Custom Parent-Kinder Bi-Literacy Workshops (Spanish & English)

PURPOSE: The focus of these nineteen weekly bi-literacy workshops is to provide parents of Kinder English Learners from Lincoln Elementary with strategies to support literacy in the child's primary language (Spanish). This intensive weekly parent education will empower parents to be active participants in their child's language development, both in English and Spanish.

FISCAL IMPACT: \$9,900

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on November 27, ,20 17 , between the Hanford Elementary School District and Sharon Ramseier-Williams (Consultant).

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

Provide bi-literacy workshops to parents of Kinder English Learners from Lincoln Elementary on a weekly basis (19 workshops) from January 2018-May 2018, as well as six planning sessions with HESD staff.

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

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

The Hanford Elementary School District agrees to pay Sharon Ramsier-Williams
the sum of \$9,900 Dollars (\$ \$9,900) for such services.

<u>Consultant Signature</u>	<u>Sharon Ramseier-Williams</u>		
<u>1369 Harvard Place</u>	<u>Consultant Name</u>		
<u>Consultant's Address</u>	<u>Hanford</u>	<u>Ca</u>	<u>93230</u>
	<u>City</u>	<u>State</u>	<u>Zip Code</u>

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-4203-0-0000-2495-580009-005-0000

Board Approved: _____

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

ADM-009
Revised 12/2007

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: December 4, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of contract with TWB Inspections to oversee the New Classroom & Relocatable Building project at Martin Luther King Jr. Elementary.

PURPOSE:

The District is interested in having an inspector to oversee the construction of the new administration and library building at King. TWB Inspections is certified by the Division of the State Architect and has worked with the District in the past.

FISCAL IMPACT:

Inspection services are rated at \$75.00 per hour, with a two-hour minimum and a not to exceed rate of \$6,500 per month.

RECOMMENDATION:

Approve the contract with TWB Inspections to oversee the New Classroom & Relocatable Building project at Martin Luther King Jr. Elementary.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: December 4, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 13, 2017**

ITEM: Accept the attached Memorandum of Understanding between Hanford Elementary School District (HESD) and California School Employees Association, Chapter #344 (CSEA) to provide CSEA notice of any newly hired employee, within ten (10) work days of date of hire. This will allow Chapter President, or designee, an opportunity to meet with new hires and provide an introduction to the Union.

PURPOSE: To be in compliance with New Employee Orientation pursuant to AB 119.

FISCAL IMPACT: None.

RECOMMENDATION: Accept Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING

Between the
California School Employees Association and its Hanford Elementary Chapter #344 (CSEA)
And the
Hanford Elementary School District (District)

November 20, 2017

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired employee, within ten (10) work days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose new position has placed them in the bargaining unit represented by CSEA.
- b) Except for employees who have submitted written requests pursuant to Government Code Section 6254.3(c), the District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service (provided by CSEA) within thirty (30) days of the date upon which they were hired. This contact information shall include the following items, if the items are included in the District's records, with each field in its own column:
 - 1. First Name;
 - 2. Middle initial;
 - 3. Last name;
 - 4. Job Title;
 - 5. Department;
 - 6. Primary worksite name;
 - 7. Work telephone number;
 - 8. Home Street address (incl. apartment #);
 - 9. City;
 - 10. State;
 - 11. ZIP Code (5 or 9 digits);
 - 12. Home telephone number (10 digits);
 - 13. Personal cellular telephone number (10 digits);
 - 14. Personal email address of the employee;
 - 15. Last four numbers of the social security number;
 - 16. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

c) Periodic Update of Contact Information:

Except for employees who have submitted written requests pursuant to Government Code Section 6254.3(c), the District shall provide CSEA with a list of all bargaining unit members' names and contact information as set forth below on the last day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service (provided by CSEA). This contact information shall include the following items, if the items are included in the District's records, with each field in its own column:

1. First Name;
2. Middle initial;
3. Last name;
4. Job Title;
5. Department;
6. Primary worksite name;
7. Work telephone number;
8. Home Street address (incl. apartment #);
9. City;
10. State;
11. ZIP Code (5 or 9 digits);
12. Home telephone number (10 digits);
13. Personal cellular telephone number (10 digits);
14. Personal email address of the employee;
15. Last four numbers of the social security number;
16. Hire date.

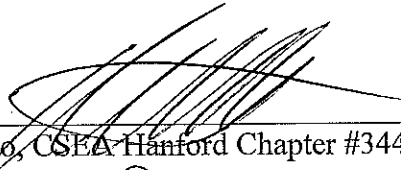
3. NEW EMPLOYEE ORIENTATION

- a) Pursuant to Section O of Article 5 on Organizational Rights in the Parties' 2017-2020 Collective Bargaining Agreement and consistent with the Government Code section 3555 et seq., the Association shall have the right to meet new hires and be present during new hire orientation as set forth below:

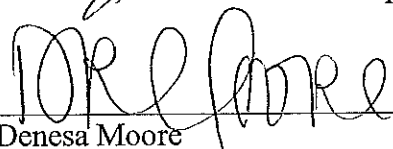
- 1.) Government Code section 3555.5 defines "new hire orientation" as "the onboarding process of a newly hired public employee whether in person, online, or through other means of mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters."
- 2.) The District shall provide the Chapter President or designee with not less than ten (10) days' notice in advance of any group orientation, except that a shorter notice may be provided in a specific instance when necessary for good and sufficient reason. At the orientation, the Chapter President, or designee, shall be provided a reasonable opportunity, approximately 30 minutes, to make an introduction to the union and its benefits.

- 3). At times during the year when new classified bargaining unit members are hired and there are no scheduled group orientations, the District shall provide notice as soon as reasonably possible to the Chapter President or designee to meet with the classified bargaining unit members, for approximately 30 minutes, to provide an introduction to the union and its benefits.
- 4). The CSEA Labor Relations Representative may attend any orientation session.
- b). The District shall include the CSEA membership application in any packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- c). All orientation sessions shall be held on District property. Employees required to attend an orientation shall be on paid time.
4. This Memorandum shall be effective upon approval by CSEA and ratification by the District's Board and shall remain in effect until June 30, 2020 when the terms of this MOU will automatically be subject to negotiation by the parties. Upon final agreement on a successor contract, the parties agree to incorporate the new hire orientation language into Article 5 on Organizational Rights.
5. In the event there exists any applicable, rule regulation or order issued by a governmental authority other than the District, or final judgment of a court of competent jurisdiction, which deems any provision contained in this MOU invalid, all other provisions herein shall remain in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

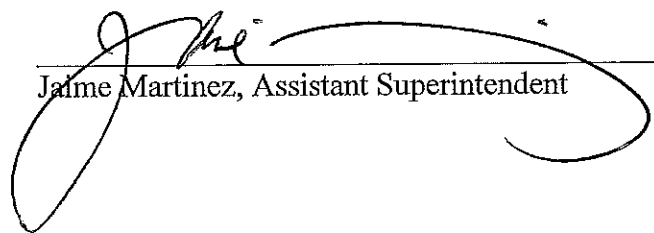
DATED: November 20, 2017


Ron Riso, CSEA Hanford Chapter #344 President

DATED: November 20, 2017


Denesa Moore
CSEA Labor Relations Representative

DATED: November 20, 2017


Jaime Martinez, Assistant Superintendent

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/09/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/17

ITEM: Consider for approval the following revised Board Policy:

- BP 0410 – Nondiscrimination in District Programs and Activities

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

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Board Policy

Nondiscrimination In District Programs And Activities

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

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

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

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

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

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

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

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

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

(cf. 1330 - Use of Facilities)

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

Access for Individuals with Disabilities

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

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

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

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

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

~~(cf. 6020 - Parent Involvement)~~

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

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

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

Assistant Superintendent of Special Services

(title or position)

714 North White Street

(address)

559-585-3600

(telephone number)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

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

Management Resources:

CSBA PUBLICATIONS

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

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

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

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

[CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS](#)

[California Law Prohibits Workplace Discrimination and Harassment](#)

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

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

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

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

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

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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

[WORLD WIDE WEB CONSORTIUM PUBLICATIONS](#)

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

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

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

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

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

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

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

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

Policy adopted: HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 29, 1994 Hanford, California

revised: September 19, 2001

revised: June 15, 2006

revised: September 10, 2014

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/09/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/17

ITEM: Consider for approval the following revised Board Policy & Administrative Regulation:

- BP & AR 5145.3 – Nondiscrimination/Harassment

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

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

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

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

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

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

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

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

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

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

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

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

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

Record-Keeping

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

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

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

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

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

FIRST AMENDMENT CENTER PUBLICATIONS

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

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

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

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

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 2010 Hanford, California

revised: August 22, 2012

revised: June 12, 2013

revised: September 10, 2014

revised: April 8, 2015

[revised:](#)

Hanford ESD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3

Students

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

~~Director of Special Services~~

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

Assistant Superintendent of Special Services

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

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

Measures to Prevent Discrimination

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

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

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

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

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

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

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

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

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

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

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

~~7~~

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

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

Enforcement of District Policy

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

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

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

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

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

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

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

(cf. 5125 - Student Records)

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

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

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

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

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

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

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

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

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

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

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

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

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

student's gender identity.

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

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

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

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

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

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

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

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

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

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

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

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

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

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

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

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

(cf. 5132 - Dress Code)

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/19/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/17

ITEM: Consider for approval the following Board Policy & Administrative Regulation:

- BP & AR 5145.7 – Sexual Harassment

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

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Sexual Harassment

BP 5145.7

Students

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

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

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

Instruction/Information

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

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

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

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

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

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

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

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5144 - Discipline)

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

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

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

~~(cf. 4117.4 - Dismissal)~~

(cf. 4117.7 - Employment Status Report)

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

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

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

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

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

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

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

COURT DECISIONS

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

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

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

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

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

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

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

Management Resources:

CSBA PUBLICATIONS

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

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

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

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

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

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

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

WEB SITES

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: August 22, 2012

revised: April 8, 2015

revised:

Hanford ESD

Administrative Regulation

Sexual Harassment

AR 5145.7
Students

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

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

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

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

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

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

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

Reporting Process and Complaint Investigation and Resolution

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

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

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

When a verbalSuperintendent or designee.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

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

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

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

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

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

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

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

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

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

Response Pending Investigation

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

Notifications

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

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: August 22, 2012

revised: April 8, 2015

revised: December 9, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/09/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/17

ITEM: Consider approval of the following revised Board Bylaw Exhibit:

- E 9323.2 – Actions by the Board

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

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

Exhibit 1

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)
(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)
7. When the district is organized to serve only grades K-8 and seeks to establish a community day school for any of grades K-8 (Education Code 48660)

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

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

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

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

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

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

(cf. 7214 - General Obligation Bonds)

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

(cf. 7213 - School Facilities Improvement Districts)

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

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

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

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

(cf. 3110 - Transfer of Funds)

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

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

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

(cf. 3311 - Bids)

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

Actions Requiring a Unanimous Vote of the Board:

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

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

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

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

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

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

Exhibit 2

9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

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

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

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

Sincerely,

(Name)

(Title of Board President or other designee)

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: September 9, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: November 13, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

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

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

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

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

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

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

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

(cf. 6116 - Classroom Interruptions)

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

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

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

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

(cf. 3530 - Risk Management/Insurance)

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

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

The

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

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

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

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

~~(cf. 3530 - Risk Management/Insurance)~~
~~(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)~~
~~(cf. 4119.43/4219.43/4319.43 - Universal Precautions)~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance: administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

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

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

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

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

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

Management Resources:

~~CSBA PUBLICATIONS~~

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

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

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

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

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

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

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

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

WEB SITES

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

revised: May 9, 2012 Hanford, California

revised: April 8, 2015

revised: April 22, 2015

revised: November 8, 2017

approved:

Hanford ESD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

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

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

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

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

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

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

(cf. 5141.23 - Asthma Management)

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

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

Notifications to Parents/Guardians

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

Parent/Guardian Responsibilities

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

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

information when needed. (Education Code 49480)

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

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

Parent/Guardian Statement

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

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

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

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

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

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

Health Care Provider Statement

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

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

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

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

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

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

~~When authorizing a~~
District Responsibilities

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

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

~~District Responsibilities~~

The school nurse or other designated school personnel shall:

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

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

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

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

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

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

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

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

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

Additional Requirements for Management of Epileptic Seizures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(cf. 4131 Staff Development)~~

~~(cf. 4231 Staff Development)~~

~~(cf. 4331 Staff Development)~~

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

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

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

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

~~Emergency Epinephrine Auto-Injectors~~

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

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

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

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

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

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

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

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

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

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

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

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

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

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

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

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

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

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

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

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

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

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: October 31, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

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

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Board Policy

Student Wellness

BP 5030

Students

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

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

School Wellness Council

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

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

in school health issues.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

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

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

Goals for Nutrition, Physical Activity, and Other Wellness Activities

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

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

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

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

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

(cf. 1330.1 - Joint Use Agreements)

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

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

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

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

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

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

Nutrition Guidelines for All Foods Available at School

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

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

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

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

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

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

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

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

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

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

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

(cf. 1325 - Advertising and Promotion)

Program Implementation and Evaluation

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

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

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

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

Karen McConnell, Assistant Superintendent

(Title or Position)

559-585-3617

(Phone Number)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

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

~~(cf. 0500 - Accountability)~~

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

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

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

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

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

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

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

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

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

Notifications

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

(cf. 5145.6 - Parental Notifications)

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

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

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

Records

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

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: ~~physical~~ education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51798 School instructional gardens

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

Management Resources:

CSBA PUBLICATIONS

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

CALIFORNIA PROJECT LEAN PUBLICATIONS

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

CENTER FOR COLLABORATIVE SOLUTIONS

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

Guide, rev. 2012

FEDERAL REGISTER

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

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

WEB SITES

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

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

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

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

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

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

California Project LEAN (Leaders Encouraging Activity and Nutrition): -

<http://www.californiaprojectlean.org>

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

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

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

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

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

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

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

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

U.S. Department of Agriculture, Food Nutrition Service, wellness policy: -

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

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

<http://healthymeals.fns.usda.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 25, 2006 Hanford, California

revised: April 30, 2014

revised: May 10, 2017

revised: November 8, 2017

approved:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: December 4, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 13, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Jennifer Ruddy, Food Service Worker I – 3.25 hrs., Lincoln, effective 12/11/17
- Paige Trevino, Food Service Worker II – 2.5 hrs., Kennedy, effective 11/27/17

Temporary Employees/Substitutes/Yard Supervisors

- Alex Acevedo, Short-term Custodian II – 8.0 hrs., Washington, effective 12/5/17 to 1/5/18
- Melissa Acosta, Substitute Custodian I, effective 10/31/17
- Monique Cantu, Short-term READY Program Tutor – 4.5 hrs., King, effective 11/27/17 to 12/15/17
- Tiffany Cantu, Substitute Yard Supervisor, effective 11/27/17
- Zayna Cruz, Substitute READY Program Tutor, effective 12/1/17
- Shannon Dean, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/27/17 to 1/31/18
- Veronica Gonzalez, Short-term Yard Supervisor – 1.75 hrs., King, effective 1/8/18 to 1/31/18
- Stephanie Ibarra, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 11/16/17
- Austin Lourenco, Substitute Custodian I, effective 11/3/17

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Carlos Perez-Reyna, Substitute Yard Supervisor, effective 12/1/17
- Lynda Rodriguez, Substitute READY Program Tutor, effective 11/3/17
- Zachary Todd, Substitute Custodian II, effective 11/21/17
- Sandra Torres, Short-term Yard Supervisor – 1.75 hrs., King, effective 11/27/17 to 1/31/18
- Nallely Vargas Ramirez, Short-term Yard Supervisor – 1.75 hrs., Roosevelt, effective 12/6/17 to 3/2/18

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

- Jose Azua, 8th Grade Boys Soccer Coach, Wilson, effective 11/14/17 to 2/5/18
- Rachel Castellanos, 4-6 Girls Basketball Coach, Roosevelt, effective 11/17/17 to 2/10/18
- Juan Covarrubias, 7th/8th Grade Boys/Girls Wrestling Coach, Kennedy, effective 11/17/17 to 2/3/18
- Javantae Farmah, 4-6 Grade Girls Basketball Coach, Washington, effective 11/8/17 to 2/10/18
- Jorge Navarro, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/17/17 to 2/3/18
- Michael Quinones, 4-6 Boys Basketball Coach, Washington, effective 11/6/17 to 2/10/18
- Eugene Reyes, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/30/17 to 2/3/18
- Jose Rojas II, 4-6 Boys Basketball Coach, Monroe, effective 11/6/17 to 2/11/18
- Jaime Vazquez, 7th Grade Boys Soccer Coach, Kennedy, effective 11/13/17 to 2/5/18

c. Resignations

- Araceli Gonzales, Substitute Yard Supervisor, effective 11/6/17
- Sonia Mena, Yard Supervisor – 3.5 hrs., Jefferson Charter Academy, effective 12/15/17
- Kerrina Pereda, Substitute Yard Supervisor, effective 9/13/17

d. Terminated due to Failure to Complete the Annual Child Abuse Training

- Angelica Acevedo, Substitute Yard Supervisor, effective 8/25/17
- Katie Armstrong, Substitute Food Service Worker I and Food Service Worker II, effective 10/2/17
- Sandy Barton, Substitute Account Clerk I, Account Clerk II, Food Service Worker I, Food Service Worker II and Food Service Utility Worker, effective 8/16/17
- Lucas Bettencourt, Substitute Custodian I, effective 4/30/17

d. Terminated due to Failure to Complete the Annual Child Abuse Training (cont.)

- Patricia Diaz, Substitute Alternative Education Program Aide, Bilingual Clerk Typist I, Clerk Typist I, Educational Tutor K-6, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 6/7/17
- Rachael Garcia, Substitute Yard Supervisor, effective 10/25/16
- Angel Hawkins, Substitute Alternative Education Program Aide, READY Program Tutor and Special Education Aide, effective 8/30/17
- Dominique Huffman, Substitute READY Program Tutor, effective 5/18/16
- Kathleen Jones, Substitute Health Care Assistant, effective 3/20/15
- Brenda Leal, Substitute Clerk Trainee, effective 10/11/16
- Luke Mathews, Substitute Groundskeeper II, Maintenance Worker I, effective 6/13/17
- Carlos Ramos Palacios, Substitute Custodian I and Groundskeeper II, effective 5/22/17
- Jacob Reed, Substitute Yard Supervisor, effective 10/27/17
- Sevensa Reed, Substitute Yard Supervisor, effective 5/4/17
- Lorenzo Rivera, Substitute READY Program Tutor, effective 10/24/16
- Virginia Silva, Substitute Educational Tutor K-6, READY Program Tutor and Special Education Aide, effective 8/31/17

e. Temporary Out of Class Assignment

- Lucy Rose, from Account Clerk II – 8.0 hrs., to Account Technician III – 8.0 hrs., Food Services, effective 10/30/17 to 11/20/17

f. Volunteers

<u>Name</u>	<u>School</u>
Mary Mendoza	Jefferson
Melonie Robinson	Jefferson
Jonathan Navarro	King
Grecia Garcia	Monroe
Timothy Goldsmith II	Monroe
Miriam Mendoza	Monroe
Gracie Morales	Richmond
Gema Ramos	Richmond
Yvonne Walker	Roosevelt
Hayley Quesada	Simas
Shannon Miller	Wilson

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Consider approval of donation to the Food Services department.

PURPOSE:

A local family wanted to celebrate their daughter's birthday by making a donation in the amount of the negative balances in student food service accounts. At that time, there was \$1,287.68 in negative balances. The parents realized their good fortune as they do not have the difficulty of being unable to pay for a child's meal and wanted to relieve some of that parental stress. As such, the intent of this donation is to pay off overdrawn students account balances in celebration of Ila Bewada's birthday.

FISCAL IMPACT:

The Food Services Department will be able resolve \$1,287.68 in overdrawn accounts.

RECOMMENDATIONS:

Accept the donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Consider approval of the Kings County Treasurer's Quarterly Compliance Report.

PURPOSE:

Enclosed is the Kings County Investment Pool compliance report for the quarter ending 09/30/2017. The interest rate for the quarter was 1.0799%.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Kings County Treasurer's Quarterly Compliance Report.



COUNTY OF KINGS
DEPARTMENT OF FINANCE


REBECCA VALENZUELA, CPA CGMA ▪ DIRECTOR OF FINANCE
1400 W. LACEY BLVD ▪ HANFORD, CA 93230

ACCOUNTING DIVISION
(559) 852-2455 ▪ FAX: (559) 587-9935

TAX COLLECTOR ▪ TREASURER DIVISION
TAX: (559) 852-2479 ▪ TREASURER (559) 852-2477
FAX: (559) 582-1236

DATE: October 27, 2017

TO: Treasury Depositors
Board of Supervisors
County Treasury Oversight Committee

FROM: Rebecca Valenzuela, CPA, CGMA, Director of Finance 

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period July 1 – September 30, 2017. The interest rate for the quarter for funds held by the Treasury was 1.0799%.

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

Encl. 1

Kings County Treasurer's Statement of Interest Earnings

For the Period July 1, 2017 - September 30, 2017	
POOLED INVESTMENT ACCOUNT:	
Gross Interest Earnings (on Accrual Basis)	\$1,036,829
Less: Administrative Expenses	(110,819)
Banking Expenses	(10,866)
Net Interest Earnings Apportioned	\$915,143
Portfolio Return of Investment:	
Average Pooled Funds Invested	\$326,010,795
Gross Yield on Investments	1.2618%
Net Yield on Investments	1.1137%
Treasury Return on Investment:	
Average Pooled Funds In Treasury	\$336,220,721
Gross Yield Pooled Treas Funds	1.2235%
Net Yield on Pooled Treasury Funds	1.0799%
<u>DIRECT INVESTMENT ACCOUNT:</u>	
Average Direct Funds Invested	\$0
TOTAL AVERAGE FUNDS INVESTED:	\$326,010,795

YIELD TRENDS		
Gross Yield History*		
Quarter	Pool	LAIF
Sep-17	1.2618%	1.0741%
Jun-17	1.2309%	0.9239%
Mar-17	1.1653%	0.7761%
Dec-16	1.1055%	0.6778%
Sep-16	0.9785%	0.6046%
Jun-16	1.0600%	0.5473%
Mar-16	0.8967%	0.4643%
Dec-15	1.0016%	0.3672%
Sep-15	0.8794%	0.3195%
Jun-15	0.8477%	0.2836%
Mar-15	0.7391%	0.2601%
Dec-14	0.9132%	0.2542%
Sep-14	0.7690%	0.2418%
Jun-14	0.8205%	0.2212%
Mar-14	0.6774%	0.2304%
Dec-13	0.7829%	0.2557%
Sep-13	0.5764%	0.2567%
Jun-13	0.8620%	0.2436%

*The yield history represents gross portfolio yields; costs have not been deducted.

Kings County Treasurer's Liquidity Projections for the Period October 1, 2017 - September 30, 2018 (In Thousands)

(in thousands)

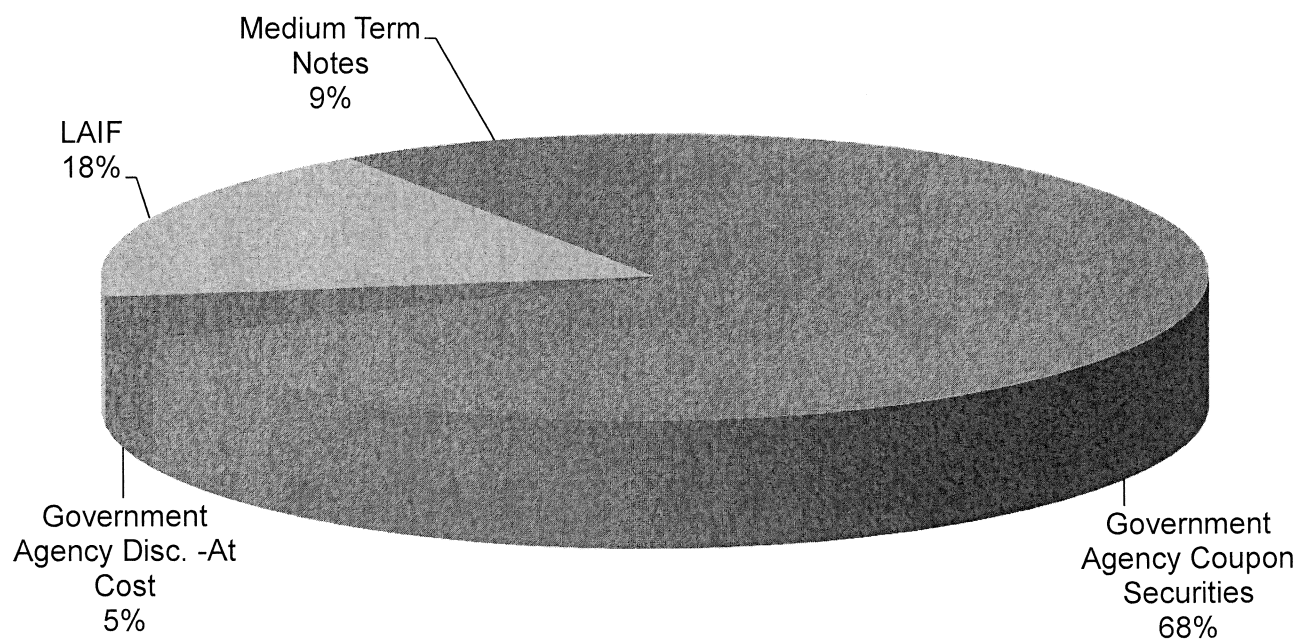
A		B		C	D	E	F	G
ACTUAL MONTH/ YEAR	TREASURER'S RECEIPTS ACTUAL	TREASURER'S DISBURSEMENTS ACTUAL	TREASURER'S SURPLUS or (DEFICIT) (A-B)	INVESTMENTS				ESTIMATE SURPLUS (F+C)
				MONTH YEAR	PORTFOLIO MATURITIES	LAIF	TOTAL (D+E)	
Jul-17	40,702	68,896	(28,194)	Jul-18	4,000	65,000	69,000	40,806
Aug-17	40,592	59,317	(18,725)	Aug-18	8,000	40,806	48,806	30,081
Sep-17	64,809	60,681	4,128	Sep-18	4,000	30,081	34,081	38,209
Oct-16	44,901	59,935	(15,034)	Oct-17	7,000	57,000	64,000	48,966
Nov-16	59,246	50,605	8,641	Nov-17	4,000	48,966	52,966	61,607
Dec-16	127,123	83,037	44,086	Dec-17	4,000	61,607	65,607	109,693
Jan-17	48,806	55,490	(6,684)	Jan-18	9,000	65,000	74,000	67,316
Feb-17	77,604	79,214	(1,610)	Feb-18	6,000	65,000	71,000	69,390
Mar-17	65,648	55,765	9,883	Mar-18	8,000	65,000	73,000	82,883
Apr-17	90,777	59,980	30,797	Apr-18	2,000	65,000	67,000	97,797
May-17	62,804	74,763	(11,959)	May-18	15,000	65,000	80,000	68,041
Jun-17	78,093	60,023	18,070	Jun-18	10,000	65,000	75,000	93,070
TOTALS	801,105	767,706	33,399		81,000			

NOTE: Maximum LAIF balance was increased on January 1, 2016 from \$50,000,000 to \$65,000,000.

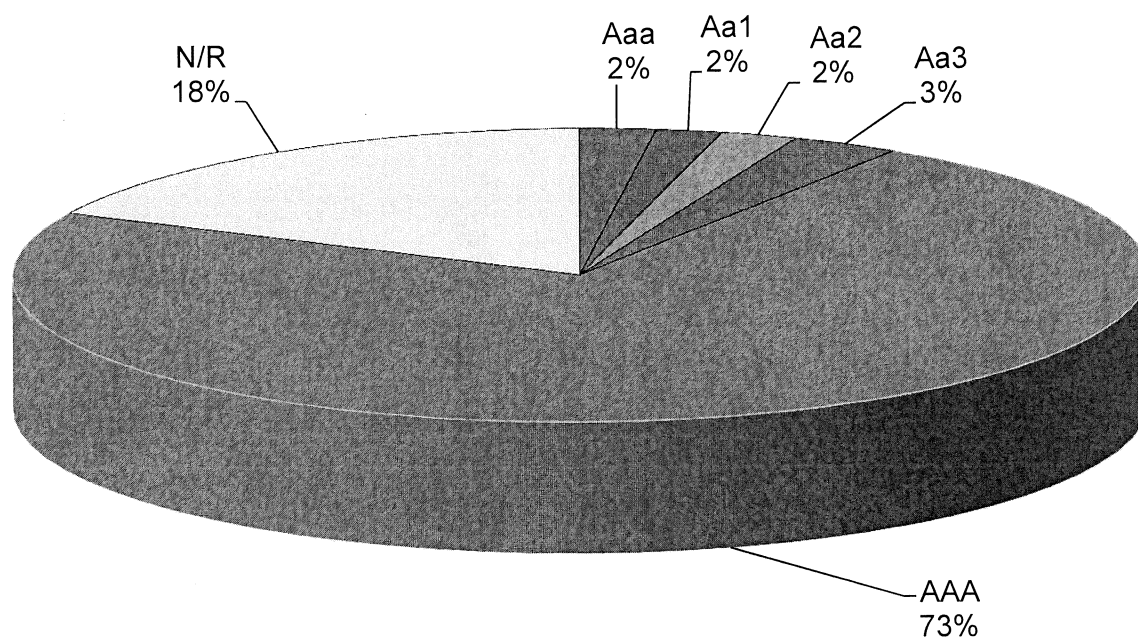
Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.

KINGS COUNTY POOLED INVESTMENTS
PORTFOLIO STATISTICS

Book Value by Investment Type
as of September 30, 2017



Market Value Quality Allocation
as of September 30, 2017





Kings County Investment Pool Portfolio Management Portfolio Summary September 30, 2017

232/254

Kings County
1400 W. Lacey Blvd.
Kings County Govt. Center
Hanford, CA
(559)582-3211

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.	YTM 360 Equiv.
Government Agency Coupon Securities	218,000,000.00	216,986,600.00	218,032,258.75	67.97	615	1.299	1.281
Government Agency Disc. -At Cost	16,000,000.00	15,941,860.00	15,886,688.05	4.95	116	1.091	1.076
LAIF - Local Agency Investment Pool	57,000,000.00	57,000,000.00	57,000,000.00	17.77	1	1.080	1.065
Medium Term Notes	30,000,000.00	29,898,020.00	29,879,225.57	9.31	359	1.469	1.449
	321,000,000.00	319,826,480.00	320,798,172.37	100.00%	457	1.266	1.248
Investments							
Cash and Accrued Interest							
Passbook/Checking (not included in yield calculations)	10,991,696.67	10,991,696.67	10,991,696.67		1	0.438	0.432
Accrued Interest at Purchase *		0.00	0.00				
Ending Accrued Interest		1,002,717.26	1,002,717.26				
Subtotal		11,994,413.93	11,994,413.93				
	331,991,696.67	331,820,893.93	332,792,586.30		457	1.266	1.248
Total Cash and Investments Value							

Total Earnings	September 30 Month Ending	Fiscal Year To Date	
Current Year	310,060.25	1,037,636.79	* 763.89 Accrued at Purchase is Included in Book Value.

Average Daily Balance	311,672,680.01	326,175,509.35
Effective Rate of Return	1.21%	1.26%

The Pooled Portfolio was in compliance during the quarter ending September 30, 2017, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2017. Market prices are provided by Union Bank of California and are as of the last business day of the month. Ratings listed in the Portfolio Reports are issued by Moody's Rating Agency. If you have any questions about the Pooled Investment Fund, please call Tammy Phelps, Assistant Director of Finance - Treasury, at (559) 852-2462.

Rebecca Valenzuela
Rebecca Valenzuela, CPA, CGMA, Director of Finance
10/27/17

Reporting period 09/01/2017-09/30/2017

Run Date: 10/19/2017 - 11:42

Portfolio POOL
RC
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.5

**Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
September 30, 2017**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3133EFHY6	150041	Federal Farm Credit Bank		01/13/2016	2,000,000.00	1,999,660.00	1,996,937.14	0.650	AAA	0.946	12	10/13/2017
3130A3HF4	140009	Federal Home Loan Banks		12/10/2014	2,000,000.00	2,000,200.00	1,999,959.93	1.125	AAA	1.113	68	12/08/2017
3133EEFE5	140010	Federal Farm Credit Bank		12/18/2014	2,000,000.00	1,999,480.00	1,999,813.33	1.125	AAA	1.128	78	12/18/2017
3133EFVC8	150037	Federal Farm Credit Bank		01/19/2016	2,000,000.00	1,999,080.00	2,000,000.00	1.000	AAA	0.986	110	01/19/2018
3134G6SW4	140024	Federal Home Loan Mort. Co.		04/29/2015	2,000,000.00	2,000,240.00	1,999,909.09	1.000	AAA	0.996	120	01/29/2018
3137EADP1	150036	Federal Home Loan Mort. Co.		01/12/2016	2,000,000.00	1,997,160.00	1,998,388.13	0.875	AAA	1.024	157	03/07/2018
3133EFSG3	150024	Federal Farm Credit Bank		12/14/2015	2,000,000.00	1,998,660.00	2,000,000.00	1.100	AAA	1.085	164	03/14/2018
3134G65U3	140042	Federal Home Loan Mort. Co.		06/23/2015	2,000,000.00	1,997,060.00	2,000,000.00	1.100	AAA	1.085	173	03/23/2018
3133EEJ50	140035	Federal Farm Credit Bank		05/11/2015	2,000,000.00	1,997,060.00	2,000,000.00	1.030	AAA	1.016	222	05/11/2018
3135G0XA6	120060	Federal Nat'l Mortgage Assoc.		05/21/2013	2,000,000.00	1,996,060.00	2,000,000.00	1.030	AAA	1.016	232	05/21/2018
3133EFQD2	150013	Federal Farm Credit Bank		11/23/2015	2,000,000.00	1,997,800.00	2,000,000.00	1.080	AAA	1.065	234	05/23/2018
3135G0XK4	120061	Federal Nat'l Mortgage Assoc.		05/30/2013	2,000,000.00	1,996,780.00	2,000,000.00	1.050	AAA	1.036	236	05/25/2018
3133EEP95	140043	Federal Farm Credit Bank		06/03/2015	2,000,000.00	1,996,860.00	2,000,000.00	1.100	AAA	1.085	243	06/01/2018
3130A4Y71	140023	Federal Home Loan Banks		04/15/2015	2,000,000.00	1,997,640.00	2,000,000.00	1.000	AAA	0.986	257	06/15/2018
3134G67C1	140044	Federal Home Loan Mort. Co.		06/22/2015	2,000,000.00	1,998,140.00	2,000,000.00	1.200	AAA	1.184	264	06/22/2018
3133EE2F6	140047	Federal Farm Credit Bank		06/25/2015	2,000,000.00	1,999,060.00	1,999,846.67	1.220	AAA	1.211	267	06/25/2018
3135G0E33	160061	Federal Nat'l Mortgage Assoc.		04/10/2017	2,000,000.00	1,996,140.00	1,999,696.35	1.125	AAA	1.124	292	07/20/2018
3130A63A3	150003	Federal Home Loan Banks		08/03/2015	2,000,000.00	1,998,000.00	2,000,000.00	1.150	AAA	1.134	306	08/03/2018
3133EE6G0	150005	Federal Farm Credit Bank		08/06/2015	2,000,000.00	1,998,500.00	2,000,000.00	1.150	AAA	1.134	309	08/06/2018
3130A6XE2	150033	Federal Home Loan Banks		01/12/2016	2,000,000.00	2,000,040.00	2,002,358.62	1.250	AAA	1.115	313	08/10/2018
3130A5E54	140037	Federal Home Loan Banks		05/13/2015	2,000,000.00	1,996,140.00	2,000,000.00	1.100	AAA	1.085	316	08/13/2018
313375K48	150031	Federal Home Loan Banks		01/07/2016	2,000,000.00	2,011,160.00	2,015,092.45	2.000	AAA	1.213	348	09/14/2018
3134G65E9	140045	Federal Home Loan Mort. Co.		06/24/2015	2,000,000.00	2,001,040.00	1,999,384.62	1.325	AAA	1.338	358	09/24/2018
3137EAED7	160062	Federal Home Loan Mort. Co.		04/10/2017	2,000,000.00	1,990,060.00	1,989,478.97	0.875	AAA	1.203	376	10/12/2018
3130A7M36	150060	Federal Home Loan Banks		04/18/2016	2,000,000.00	1,993,380.00	2,000,000.00	1.100	AAA	1.085	382	10/18/2018
3135G0E58	150007	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	1,993,740.00	1,998,159.74	1.125	AAA	1.171	383	10/19/2018
3133EE6F2	150006	Federal Farm Credit Bank		08/06/2015	2,000,000.00	1,996,720.00	2,000,000.00	1.250	AAA	1.233	401	11/06/2018
3130A7UV5	150065	Federal Home Loan Banks		05/09/2016	2,000,000.00	1,990,800.00	2,000,000.00	1.120	AAA	1.105	404	11/09/2018
3133EFPJ0	150011	Federal Farm Credit Bank		11/19/2015	2,000,000.00	1,996,480.00	2,000,580.00	1.290	AAA	1.253	414	11/19/2018
3133EFRH2	150015	Federal Farm Credit Bank		11/30/2015	2,000,000.00	1,995,000.00	2,000,000.00	1.340	AAA	1.322	425	11/30/2018
3133EFRQ2	150017	Federal Farm Credit Bank		12/03/2015	2,000,000.00	1,996,560.00	2,001,760.00	1.300	AAA	1.223	428	12/03/2018
3135G0G72	150008	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	1,993,060.00	1,996,187.67	1.125	AAA	1.238	439	12/14/2018
3133EFSW8	150025	Federal Farm Credit Bank		12/21/2015	2,000,000.00	1,996,080.00	2,000,000.00	1.375	AAA	1.356	446	12/21/2018
3133EG2S3	160044	Federal Farm Credit Bank		01/03/2017	2,000,000.00	1,995,160.00	1,998,815.00	1.280	AAA	1.302	459	01/03/2019
3133EFVD6	150047	Federal Farm Credit Bank		02/01/2016	2,000,000.00	1,996,580.00	2,000,000.00	1.320	AAA	1.302	488	02/01/2019
3130A8XU2	160005	Federal Home Loan Banks		08/08/2016	2,000,000.00	1,982,940.00	2,000,000.00	1.020	AAA	1.006	495	02/08/2019

Portfolio POOL

RC

Run Date: 10/19/2017 - 11:44

PM (PRF_PM2) 7.3.0

Report Ver. 7.3.5

Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
September 30, 2017

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3130A8V26	160003	Federal Home Loan Banks		08/12/2016	2,000,000.00	1,986,680.00	2,000,000.00	1.050	AAA	1.036	499	02/12/2019
3134G9EB9	150067	Federal Home Loan Mort. Co.		05/13/2016	2,000,000.00	1,991,900.00	2,000,000.00	1.200	AAA	1.184	500	02/13/2019
3135G0ZA4	150034	Federal Nat'l Mortgage Assoc.		01/12/2016	2,000,000.00	2,011,120.00	2,017,432.77	1.875	AAA	1.263	506	02/19/2019
3130A8YM9	160006	Federal Home Loan Banks		08/30/2016	2,000,000.00	1,986,920.00	2,000,000.00	1.000	AAA	0.986	515	02/28/2019
3130A86L2	150074	Federal Home Loan Banks		06/01/2016	2,000,000.00	1,990,020.00	2,000,000.00	1.200	AAA	1.184	516	03/01/2019
3136G3AP0	150052	Federal Nat'l Mortgage Assoc.		03/15/2016	2,000,000.00	1,986,340.00	2,000,000.00	1.250	AAA	1.233	530	03/15/2019
3136G3BR5	150054	Federal Nat'l Mortgage Assoc.		03/22/2016	2,000,000.00	1,987,940.00	2,000,000.00	1.300	AAA	1.282	537	03/22/2019
3134G8WG0	150059	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	1,989,160.00	2,000,000.00	1.200	AAA	1.184	572	04/26/2019
3134G92M8	160004	Federal Home Loan Mort. Co.		08/22/2016	2,000,000.00	1,987,360.00	2,000,000.00	1.125	AAA	1.110	598	05/22/2019
3136G2Y76	150051	Federal Nat'l Mortgage Assoc.		02/24/2016	2,000,000.00	1,984,000.00	2,000,000.00	1.300	AAA	1.282	600	05/24/2019
3133EGCA1	150072	Federal Farm Credit Bank		06/03/2016	2,000,000.00	1,984,620.00	1,999,200.00	1.060	AAA	1.066	610	06/03/2019
3136G3AQ8	150053	Federal Nat'l Mortgage Assoc.		03/07/2016	2,000,000.00	1,981,320.00	2,000,000.00	1.320	AAA	1.302	614	06/07/2019
3135G0K77	150071	Federal Nat'l Mortgage Assoc.		06/13/2016	2,000,000.00	1,989,700.00	2,000,000.00	1.250	AAA	1.233	620	06/13/2019
3134G9QV0	150075	Federal Home Loan Mort. Co.		06/14/2016	2,000,000.00	1,989,340.00	2,000,000.00	1.280	AAA	1.262	621	06/14/2019
3136G3PS8	150073	Federal Nat'l Mortgage Assoc.		06/14/2016	2,000,000.00	1,988,940.00	2,000,000.00	1.200	AAA	1.184	621	06/14/2019
3136G3RD9	150080	Federal Nat'l Mortgage Assoc.		06/21/2016	2,000,000.00	1,992,880.00	2,000,000.00	1.375	AAA	1.356	628	06/21/2019
3134G9SL2	150079	Federal Home Loan Mort. Co.		06/28/2016	2,000,000.00	1,989,780.00	2,000,000.00	1.300	AAA	1.282	635	06/28/2019
3137EAEB1	160024	Federal Home Loan Mort. Co.		11/15/2016	2,000,000.00	1,976,840.00	1,987,243.15	0.875	AAA	1.183	656	07/19/2019
3134G8Y86	150061	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	1,983,820.00	2,000,000.00	1.250	AAA	1.233	663	07/26/2019
3137EADK2	150035	Federal Home Loan Mort. Co.		01/12/2016	2,000,000.00	1,990,500.00	1,994,933.54	1.250	AAA	1.361	669	08/01/2019
3136G3Q99	160002	Federal Nat'l Mortgage Assoc.		08/15/2016	2,000,000.00	1,978,780.00	2,000,000.00	1.250	AAA	1.233	683	08/15/2019
3134G9CX3	150064	Federal Home Loan Mort. Co.		05/16/2016	2,000,000.00	1,976,200.00	2,000,000.00	1.300	AAA	0.872	684	08/16/2019
3136G2XJ1	150050	Federal Nat'l Mortgage Assoc.		02/23/2016	2,000,000.00	1,987,860.00	2,000,000.00	1.270	AAA	1.253	691	08/23/2019
3135G0P49	160029	Federal Nat'l Mortgage Assoc.		11/17/2016	2,000,000.00	1,980,400.00	1,989,023.78	1.000	AAA	1.263	696	08/28/2019
3133EGTB1	160009	Federal Farm Credit Bank		09/06/2016	2,000,000.00	1,976,860.00	1,998,666.67	1.190	AAA	1.207	705	09/06/2019
3133EGTT2	160010	Federal Farm Credit Bank		09/12/2016	2,000,000.00	1,978,220.00	2,000,000.00	1.200	AAA	1.184	711	09/12/2019
313383VN8	160031	Federal Home Loan Banks		11/18/2016	2,000,000.00	2,018,080.00	2,026,686.11	2.000	AAA	1.300	712	09/13/2019
3136G3BB0	150055	Federal Nat'l Mortgage Assoc.		03/16/2016	2,000,000.00	1,979,740.00	2,000,000.00	1.375	AAA	1.356	715	09/16/2019
3135G0P31	160008	Federal Nat'l Mortgage Assoc.		09/20/2016	2,000,000.00	1,986,040.00	2,000,000.00	1.300	AAA	1.282	719	09/20/2019
3136G4AE3	160011	Federal Nat'l Mortgage Assoc.		09/27/2016	2,000,000.00	1,975,580.00	2,000,000.00	1.200	AAA	1.184	726	09/27/2019
3135GOR39	160023	Federal Nat'l Mortgage Assoc.		11/15/2016	2,000,000.00	1,976,920.00	1,985,807.37	1.000	AAA	1.272	753	10/24/2019
3130A7QP3	150062	Federal Home Loan Banks		04/25/2016	2,000,000.00	1,976,640.00	2,000,000.00	1.350	AAA	1.332	754	10/25/2019
3135G0J95	150063	Federal Nat'l Mortgage Assoc.		04/28/2016	2,000,000.00	1,985,660.00	2,000,000.00	1.350	AAA	1.332	757	10/28/2019
3136G4EM1	160013	Federal Nat'l Mortgage Assoc.		10/28/2016	2,000,000.00	1,979,820.00	2,000,000.00	1.250	AAA	1.233	757	10/28/2019
3136G4FY4	160015	Federal Nat'l Mortgage Assoc.		11/08/2016	2,000,000.00	1,981,360.00	2,000,000.00	1.250	AAA	1.233	768	11/08/2019
3130AA3R7	160027	Federal Home Loan Banks		11/17/2016	2,000,000.00	1,993,060.00	2,000,239.86	1.375	AAA	1.351	775	11/15/2019

Portfolio POOL
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PM (PRF_PM2) 7.3.0

Kings County Investment Pool
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3133EGJ30	160020	Federal Farm Credit Bank		11/18/2016	2,000,000.00	1,978,560.00	2,000,000.00	1.100	AAA	1.085	778	11/18/2019
3136G3Z40	160007	Federal Nat'l Mortgage Assoc.		08/22/2016	2,000,000.00	1,973,000.00	2,000,000.00	1.200	AAA	1.184	782	11/22/2019
3136G3MK8	150070	Federal Nat'l Mortgage Assoc.		05/25/2016	2,000,000.00	1,982,880.00	2,000,000.00	1.350	AAA	1.332	785	11/25/2019
3136G3RC1	150078	Federal Nat'l Mortgage Assoc.		05/27/2016	2,000,000.00	1,990,280.00	2,000,000.00	1.400	AAA	1.381	785	11/25/2019
3136G3LV5	150069	Federal Nat'l Mortgage Assoc.		05/26/2016	2,000,000.00	1,986,540.00	2,000,000.00	1.350	AAA	1.332	786	11/26/2019
3134GAWS9	160018	Federal Home Loan Mort. Co.		11/29/2016	2,000,000.00	1,975,800.00	2,000,000.00	1.200	AAA	1.184	789	11/29/2019
3130AA4M7	160026	Federal Home Loan Banks		12/02/2016	2,000,000.00	1,994,420.00	2,000,000.00	1.500	AAA	1.479	792	12/02/2019
3133EGT88	160040	Federal Farm Credit Bank		12/12/2016	2,000,000.00	1,993,020.00	2,000,000.00	1.450	AAA	1.430	802	12/12/2019
3136G3RL1	150077	Federal Nat'l Mortgage Assoc.		06/16/2016	2,000,000.00	1,981,760.00	2,000,000.00	1.500	AAA	1.479	806	12/16/2019
3133EGW92	160047	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,996,680.00	2,000,000.00	1.500	AAA	1.479	809	12/19/2019
3136G3RP2	150082	Federal Nat'l Mortgage Assoc.		06/23/2016	2,000,000.00	1,990,380.00	2,000,000.00	1.500	AAA	1.479	813	12/23/2019
3136G4JK0	160035	Federal Nat'l Mortgage Assoc.		12/27/2016	2,000,000.00	1,987,300.00	2,000,000.00	1.550	AAA	1.529	817	12/27/2019
3130AADC9	160039	Federal Home Loan Banks		12/30/2016	2,000,000.00	1,992,420.00	2,000,000.00	1.500	AAA	1.479	820	12/30/2019
3134GAYY4	160025	Federal Home Loan Mort. Co.		12/30/2016	2,000,000.00	1,989,000.00	2,000,000.00	1.500	AAA	1.479	820	12/30/2019
3133EG3J2	160045	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,997,260.00	1,999,816.67	1.550	AAA	1.532	831	01/10/2020
3136G4KM4	160043	Federal Nat'l Mortgage Assoc.		01/17/2017	2,000,000.00	2,000,280.00	2,000,000.00	1.750	AAA	1.726	838	01/17/2020
3136G3J55	160001	Federal Nat'l Mortgage Assoc.		07/27/2016	2,000,000.00	1,970,000.00	1,998,928.57	1.270	AAA	1.274	848	01/27/2020
3133EG5R2	160052	Federal Farm Credit Bank		02/06/2017	2,000,000.00	1,995,380.00	2,000,000.00	1.670	AAA	1.647	858	02/06/2020
3130A9W49	160017	Federal Home Loan Banks		11/25/2016	2,000,000.00	1,978,740.00	2,000,000.00	1.250	AAA	1.233	876	02/24/2020
313378J77	160028	Federal Home Loan Banks		11/17/2016	2,000,000.00	2,011,860.00	2,024,095.32	1.875	AAA	1.361	894	03/13/2020
3134GBEB4	160058	Federal Home Loan Mort. Co.		03/30/2017	2,000,000.00	1,995,720.00	2,000,000.00	1.700	AAA	1.677	908	03/27/2020
3130AB4C7	160060	Federal Home Loan Banks		04/24/2017	2,000,000.00	2,000,080.00	2,000,000.00	1.700	AAA	1.677	936	04/24/2020
3136G4FG3	160014	Federal Nat'l Mortgage Assoc.		10/27/2016	2,000,000.00	1,972,120.00	2,000,000.00	1.375	AAA	1.356	939	04/27/2020
3130AAK56	160046	Federal Home Loan Banks		01/30/2017	2,000,000.00	1,998,580.00	2,000,000.00	1.750	AAA	1.726	942	04/30/2020
3137EADR7	160030	Federal Home Loan Mort. Co.		11/17/2016	2,000,000.00	1,989,080.00	1,999,704.82	1.375	AAA	1.361	943	05/01/2020
3133EGD69	160019	Federal Farm Credit Bank		11/07/2016	2,000,000.00	1,975,300.00	1,999,142.86	1.320	AAA	1.316	949	05/07/2020
3130A9VT5	160016	Federal Home Loan Banks		11/22/2016	2,000,000.00	1,966,180.00	2,000,000.00	1.250	AAA	1.233	964	05/22/2020
3136G4JB0	160033	Federal Nat'l Mortgage Assoc.		11/30/2016	2,000,000.00	1,991,140.00	2,000,000.00	1.625	AAA	1.603	968	05/26/2020
3134GAYM0	160022	Federal Home Loan Mort. Co.		11/28/2016	2,000,000.00	1,982,460.00	2,000,000.00	1.400	AAA	1.381	970	05/28/2020
3133EGP33	160032	Federal Farm Credit Bank		12/01/2016	2,000,000.00	1,988,640.00	2,000,000.00	1.650	AAA	1.627	974	06/01/2020
313383HU8	160034	Federal Home Loan Banks		11/30/2016	2,000,000.00	2,003,320.00	2,015,605.66	1.750	AAA	1.462	985	06/12/2020
3130ABNQ5	160066	Federal Home Loan Banks		06/28/2017	2,000,000.00	1,992,700.00	1,999,180.56	1.625	AAA	1.620	999	06/26/2020
3130ABPV2	160068	Federal Home Loan Banks		06/30/2017	2,000,000.00	1,996,100.00	2,000,000.00	1.690	AAA	1.667	1,002	06/29/2020
3136G4JN4	160036	Federal Nat'l Mortgage Assoc.		12/29/2016	2,000,000.00	1,994,840.00	2,000,000.00	1.700	AAA	1.677	1,002	06/29/2020
3133EHSE4	170000	Federal Farm Credit Bank		07/24/2017	2,000,000.00	1,993,880.00	2,000,000.00	1.700	AAA	1.677	1,027	07/24/2020
3136G4LG6	160055	Federal Nat'l Mortgage Assoc.		02/28/2017	2,000,000.00	1,998,220.00	2,000,000.00	1.800	AAA	1.775	1,062	08/28/2020

Portfolio POOL
RC

Kings County Investment Pool
Portfolio Management
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September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3134GBSW3	160067	Federal Home Loan Mort. Co.		06/28/2017	2,000,000.00	1,993,760.00	2,000,183.33	1.750	AAA	1.732	1,178	12/22/2020
Subtotal and Average			224,840,376.50		218,000,000.00	216,986,600.00	218,032,258.75			1.281	615	
Government Agency Disc. -At Cost												
313397NM9	160063	Federal Home Loan Mort. Co.		04/11/2017	2,000,000.00	1,998,620.00	1,990,160.56	0.890	AAA	0.909	26	10/27/2017
313397NY3	160064	Federal Home Loan Mort. Co.		04/11/2017	2,000,000.00	1,998,000.00	1,989,383.33	0.910	AAA	0.929	37	11/07/2017
313397PA3	160065	Federal Home Loan Mort. Co.		04/11/2017	2,000,000.00	1,997,880.00	1,989,282.22	0.910	AAA	0.929	39	11/09/2017
313313SU3	160069	Federal Farm Credit Bank		06/30/2017	2,000,000.00	1,992,100.00	1,986,063.33	1.130	AAA	1.159	129	02/07/2018
313397TD3	160070	Federal Home Loan Mort. Co.		06/30/2017	2,000,000.00	1,991,560.00	1,985,562.50	1.125	AAA	1.154	138	02/16/2018
313397TL5	160071	Federal Home Loan Mort. Co.		06/30/2017	2,000,000.00	1,991,120.00	1,985,125.00	1.125	AAA	1.153	145	02/23/2018
313397UH2	160072	Federal Home Loan Mort. Co.		06/30/2017	2,000,000.00	1,989,460.00	1,983,596.67	1.140	AAA	1.168	166	03/16/2018
313397XV8	160073	Federal Home Loan Mort. Co.		06/30/2017	2,000,000.00	1,983,120.00	1,977,514.44	1.180	AAA	1.207	250	06/08/2018
Subtotal and Average			15,886,688.05		16,000,000.00	15,941,860.00	15,886,688.05			1.076	116	
LAIF - Local Agency Investment Pool												
SYS990001	990001	Local Agency Investment Fund			57,000,000.00	57,000,000.00	57,000,000.00	1.080	N/R	1.065	1	
Subtotal and Average			40,700,000.00		57,000,000.00	57,000,000.00	57,000,000.00			1.065	1	
Medium Term Notes												
89233P6S0	120005	Toyota Motor Credit Corp.		10/05/2012	3,000,000.00	2,999,970.00	3,001,161.00	1.250	Aa3	1.154	4	10/05/2017
89233P7E0	150010	Toyota Motor Credit Corp.		11/13/2015	2,000,000.00	1,999,660.00	1,999,976.83	1.375	Aa3	1.358	101	01/10/2018
89236TCA1	150016	Toyota Motor Credit Corp.		12/01/2015	3,000,000.00	3,000,690.00	3,001,028.91	1.450	Aa3	1.361	103	01/12/2018
931142DF7	120056	Wal-Mart Stores		04/24/2013	2,000,000.00	1,997,320.00	2,000,717.18	1.125	Aa2	1.073	192	04/11/2018
594918AS3	160054	Microsoft Corp		02/06/2017	2,000,000.00	1,995,760.00	1,995,534.38	1.000	Aaa	1.209	212	05/01/2018
037833AJ9	160049	Apple Inc		01/17/2017	2,000,000.00	1,995,320.00	1,996,060.09	1.000	Aa1	1.182	214	05/03/2018
084664BW0	130033	Berkshire Hathaway		03/25/2014	3,000,000.00	2,994,240.00	2,987,315.44	1.300	Aa2	1.716	226	05/15/2018
89236TCP8	150020	Toyota Motor Credit Corp.		12/04/2015	2,000,000.00	2,001,120.00	2,002,538.02	1.550	Aa3	1.401	285	07/13/2018
037833CB4	160037	Apple Inc		12/06/2016	2,000,000.00	1,982,720.00	1,977,453.60	1.100	Aa1	1.657	670	08/02/2019
594918BN3	160048	Microsoft Corp		01/12/2017	2,000,000.00	1,982,160.00	1,984,044.92	1.100	Aaa	1.487	676	08/08/2019
594918BN3	160053	Microsoft Corp		02/06/2017	3,000,000.00	2,973,240.00	2,968,390.24	1.100	Aaa	1.617	676	08/08/2019
084664CK5	160057	Berkshire Hathaway		03/14/2017	2,000,000.00	1,985,700.00	1,982,839.04	1.300	Aa2	1.716	683	08/15/2019
037833AX8	160038	Apple Inc		12/06/2016	2,000,000.00	1,990,120.00	1,982,165.92	1.550	Aa1	1.894	859	02/07/2020
Subtotal and Average			29,879,225.57		30,000,000.00	29,898,020.00	29,879,225.57			1.449	359	

Kings County Investment Pool
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September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity
Total and Average			311,306,290.12		321,000,000.00	319,826,480.00	320,798,172.37			1.248	457

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/04/2017

ITEM:

Consider adoption of the Resolution #14-18 California Environmental Quality Act (CEQA)
Exemption – Jefferson Library & Administration Building

PURPOSE:

Resolution #14-18 exempts the construction of the Jefferson Library & Administration Building from CEQA as the resulting capacity does not increase by the thresholds set forth in the statute (ten classrooms or 25% of capacity whichever is smaller).

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt Resolution #14-18.

HANFORD ELEMENTARY SCHOOL DISTRICT

**RESOLUTION OF THE GOVERNING BOARD
FINDING THE CONSTRUCTION OF THE NEW ADMINISTRATION & LIBRARY
BUILDING AT JEFFERSON CHARTER ACADEMY EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND APPROVING THE
FILING AND RECORDATION OF A NOTICE OF EXEMPTION**

RESOLUTION NO. 14-18

WHEREAS, the Hanford Elementary School District (“District”) owns and operates Jefferson Charter Academy, located at 511 W. Malone Street, Hanford, California, in the County of Kings, California (the “Site”); and

WHEREAS, the District proposes to construct certain improvements to the Site consisting of the new administration & library building at Jefferson Charter Academy (the “Project”); and

WHEREAS, prior to commencement of the Project, the District must comply with the California Environmental Quality Act (“CEQA”); and

WHEREAS, categorical exemptions to CEQA are set forth in Article 19 of Title 14 of the California Code of Regulations (“CEQA Guidelines”); and

WHEREAS, CEQA Guidelines Section 15314 sets forth an exemption from CEQA for minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less; and

WHEREAS, the Project will not result in an increase in student capacity or classrooms beyond what is allowed by the exemption in 15314; and

WHEREAS, the District has considered whether the Project is subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2.; and

WHEREAS, the District has determined that the Project is not subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2; and

WHEREAS, the District has considered whether the Project may have a significant effect on the environment; and

WHEREAS, the District has concluded, through its own independent review and analysis of the Project, that the Project will not have a significant effect on the environment; and

NOW, THEREFORE, the Board of Education of the Hanford Elementary School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That the District has considered whether the Project may have a significant effect on the environment.

Section 3. That the District has concluded, after reviewing the Project through its own independent review and analysis, that the Project will not have a significant effect on the environment.

Section 4. That the Project will not result in additional classroom space or increase student capacity at the Site beyond what is allowed under 15314.

Section 5. That the Project is subject to CEQA Guidelines Section 15314, and not subject to any exception to exemption found in CEQA Guidelines Section 15300.2 and is therefore exempt from CEQA.

Section 6. That the District's Superintendent, or the Superintendent's designee, is instructed to file and/or record a Notice of Exemption from the California Environmental Quality Act, consistent with this Resolution, attached hereto as Exhibit "A," with any and all appropriate public agencies or entities, subject only to minor, non-substantive revisions, if necessary.

Section 7. This Resolution shall take effect immediately upon adoption.

APPROVED, PASSED AND ADOPTED by the Board of Education of the Hanford Elementary School District on the 13th day of December, 2017, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

President of the Board of Education of the
Hanford Elementary School District

Attested to:

Clerk of the Board of Education of the
Hanford Elementary School District

EXHIBIT “A”

NOTICE OF EXEMPTION

(To Be Inserted)

NOTICE OF EXEMPTION

242/254

TO: Office of Planning and Research
P.O. Box 3044,
1400 Tenth Street, Room 121
Sacramento, CA 95814

FROM:

Hanford Elementary School District
714 N. White St
Hanford, CA 93230

County Clerk-Recorder
County of Kings
1400 W. Lacey Blvd.
Hanford, CA 93230

Project Title: New Administration & Library Building at Jefferson Charter Academy

Project Location - Specific:

Jefferson Charter Academy
511 W. Malone Street
Hanford, California 93230

Project Location - County: Kings

Description of Project:

The construction of a new single story administration and library building with related site improvements.

Name of Public Agency Approving Project: Hanford Elementary School District

Name of Person or Agency Carrying Out Project: Hanford Elementary School District

Exempt Status: (check one)

- ☐ Ministerial (Sec. 21080(a)(1); 15268(b));
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☒ Categorical Exemption. State Type and section number:
Minor addition to school [15314]
Replacement of existing structure [15302]
Statutory Exemptions. State Code number: _____

Reasons why project is exempt:

The construction project will result in one classroom and as such, will not increase student capacity beyond the limits set forth in 15314. The project is also not subject to any of the exceptions to exemption set forth in CEQA Guidelines section 15300.2.

Lead Agency Contact Person: Joy C. Gabler, Superintendent

Area Code/Telephone/Ext.: 559-585-3604

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/13/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/04/2017

ITEM:

Consider adoption of the Resolution #13-18 California Environmental Quality Act (CEQA)
Exemption – Martin Luther King Jr. Classroom Wing

PURPOSE:

Resolution #13-18 exempts the construction of the Martin Luther King Jr. Classroom Wing from CEQA as the resulting capacity does not increase by the thresholds set forth in the statute (ten classrooms or 25% of capacity whichever is smaller).

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt Resolution #13-18.

HANFORD ELEMENTARY SCHOOL DISTRICT

**RESOLUTION OF THE GOVERNING BOARD
FINDING THE CONSTRUCTION OF THE NEW CLASSROOM WING AT MARTIN
LUTHER KING JR. ELEMENATARY SCHOOL EXEMPT FROM THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA) AND APPROVING THE FILING AND
RECORDATION OF A NOTICE OF EXEMPTION**

RESOLUTION NO. 13-18

WHEREAS, the Hanford Elementary School District (“District”) owns and operates Martin Luther King Jr. Elementary School, located at 820 Hume Avenue, Hanford, California, in the County of Kings, California (the “Site”); and

WHEREAS, the District proposes to construct certain improvements to the Site consisting of the new classroom wing at Martin Luther King Jr. Elementary School (the “Project”); and

WHEREAS, prior to commencement of the Project, the District must comply with the California Environmental Quality Act (“CEQA”); and

WHEREAS, categorical exemptions to CEQA are set forth in Article 19 of Title 14 of the California Code of Regulations (“CEQA Guidelines”); and

WHEREAS, CEQA Guidelines Section 15314 sets forth an exemption from CEQA for minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less; and

WHEREAS, the Project will not result in an increase in student capacity or classrooms beyond what is allowed by the exemption in 15314; and

WHEREAS, the District has considered whether the Project is subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2.; and

WHEREAS, the District has determined that the Project is not subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2; and

WHEREAS, the District has considered whether the Project may have a significant effect on the environment; and

WHEREAS, the District has concluded, through its own independent review and analysis of the Project, that the Project will not have a significant effect on the environment; and

NOW, THEREFORE, the Board of Education of the Hanford Elementary School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That the District has considered whether the Project may have a significant effect on the environment.

Section 3. That the District has concluded, after reviewing the Project through its own independent review and analysis, that the Project will not have a significant effect on the environment.

Section 4. That the Project will not result in additional classroom space or increase student capacity at the Site beyond what is allowed under 15314.

Section 5. That the Project is subject to CEQA Guidelines Section 15314, and not subject to any exception to exemption found in CEQA Guidelines Section 15300.2 and is therefore exempt from CEQA.

Section 6. That the District's Superintendent, or the Superintendent's designee, is instructed to file and/or record a Notice of Exemption from the California Environmental Quality Act, consistent with this Resolution, attached hereto as Exhibit "A," with any and all appropriate public agencies or entities, subject only to minor, non-substantive revisions, if necessary.

Section 7. This Resolution shall take effect immediately upon adoption.

APPROVED, PASSED AND ADOPTED by the Board of Education of the Hanford Elementary School District on the 13th day of December, 2017, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

President of the Board of Education of the
Hanford Elementary School District

Attested to:

Clerk of the Board of Education of the
Hanford Elementary School District

EXHIBIT “A”

NOTICE OF EXEMPTION

(To Be Inserted)

NOTICE OF EXEMPTION

247/254

TO: Office of Planning and Research
P.O. Box 3044,
1400 Tenth Street, Room 121
Sacramento, CA 95814

County Clerk-Recorder
County of Kings
1400 W. Lacey Blvd.
Hanford, CA 93230

FROM:

Hanford Elementary School District
714 N. White St
Hanford, CA 93230

Project Title: New Classroom Wing at Martin Luther King Jr. Elementary School

Project Location - Specific:

Martin Luther King Jr. Elementary School
820 Hume Avenue
Hanford, California 93230

Project Location - County: Kings

Description of Project:

The construction of a new single story classroom wing with related site improvements.

Name of Public Agency Approving Project: Hanford Elementary School District

Name of Person or Agency Carrying Out Project: Hanford Elementary School District

Exempt Status: (check one)

- ☐ Ministerial (Sec. 21080(a)(1); 15268(b));
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☒ Categorical Exemption. State Type and section number:
Minor addition to school [15314]
Replacement of existing structure [15302]
Statutory Exemptions. State Code number: _____

Reasons why project is exempt:

The construction project will result in eight new classrooms and the removal of four portable classrooms which will not increase student capacity beyond the limits set forth in 15314. The project is also not subject to any of the exceptions to exemption set forth in CEQA Guidelines section 15300.2.

Lead Agency Contact Person: Joy C. Gabler, Superintendent

Area Code/Telephone/Ext.: 559-585-3604

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04//2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Consider adoption of the Resolution #12-18 – Approval of the use of pupil grant eligibility for the construction of the library building at Jefferson Charter Academy.

PURPOSE:

Resolution #12-18 will allow the District for potential State funding for the Jefferson Library/Administration Building.

FISCAL IMPACT:

This resolution potentially provides the District approximately \$300,000 in matching funds for the Jefferson Library/Administration Building.

RECOMMENDATIONS:

Adopt Resolution #12-18.

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

**APPROVAL OF THE USE OF PUPIL GRANT ELIGIBILITY
FOR THE CONSTRUCTION OF THE LIBRARY BUILDING AT JEFFERSON CHARTER
ACADEMY**

RESOLUTION NO. 12-18

WHEREAS, the Hanford Elementary School District (District) has been approved, and will be reviewed and updated, for new construction grant eligibility under the Leroy F. Greene School Facility Program (SFP) by the Office of Public School Construction and State Allocation Board, and

WHEREAS, the District has identified a need for a new library building at the Jefferson Charter Academy School (Project) which serves kindergarten through the eighth grades, and

WHEREAS, Education Code 17072.35 stipulates how SFP new construction grant funds can be expended and SFP Regulation Section 1859.77.3(a) stipulates that a district may request new construction grants that exceed the pupil capacity of the project based on state loading standards pursuant to Education Code 17071.25(a)(2), and

WHEREAS, the Project has no classrooms within it, and in accordance with state loading standards therefore, it has zero pupil capacity, and

WHEREAS, the District wants to maximize the amount of state grants it will receive for the Project and wishes to utilize pupil grants under the new construction program for the construction of the Project, and

WHEREAS, the State Allocation Board changed its rules in June 2017 and now requires districts to justify eligibility for new construction grants at the time the application is reviewed instead of when the application is submitted, and it is estimated it will take approximately two years from the time of submittal of the application for construction grants to be reviewed; and

WHEREAS, the District's eligibility for new construction grants in approximately two years' time cannot be determined with any certainty; and

WHEREAS, the District plans to assign up to 30 pupil grants from the eligibility provided to the kindergarten through eighth grades inclusive to maximize the state grants for the Project, as able and based on the District's eligibility for new construction grants at the time the application is reviewed; and

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary School District does hereby affirm the following:

- The filing of an application under Chapter 12.5, Part 10, Division 1, commencing with Education Code 17070.10; and
- The District acknowledges that funds for the purpose of housing pupils at the elementary and middle school level may be diverted to fund this Project; and
- The District's plan to house these students will be to accommodate them in existing elementary and middle school classrooms throughout the District. The District has a maximum loading standard of 29.9 students per classroom for grades 4-8th versus the State loading standard of 25 for grades 4-6th and 27 for grades 7-8th. The plan is further delineated in the attached housing plan; and

- The District acknowledges that the State has satisfied its obligation, pursuant to Regulation Section 1859.50, to house the pupils receiving grants in the Projects.

PASSED AND ADOPTED this 13th day of December, 2017, by the governing board of the Hanford Elementary School District of Kings County, California by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINING: _____

State of California

County of Kings

I, Joy Gabler, Secretary of Governing Board of Hanford Elementary School District, State of California, do hereby certify that the foregoing resolution was duly adopted by the said Board at a regular meeting held on December 13, 2017.

Joy Gabler, Secretary

HANFORD ELEMENTARY SCHOOL DISTRICT

***PLAN FOR HOUSING ELEMENTARY AND MIDDLE SCHOOL
GRADE PUPILS BEING UTILIZED FOR FUNDING OF THE
LIBRARY AT JEFFERSON CHARTER ACADEMY***

The Hanford Elementary School District (District) is proposing to build a library at the district's dependent charter school, the Jefferson Charter Academy (Project), and receive funding from the State School Facilities Program (SFP).

Under the provisions of the SFP Regulation Section 1859.77.3(a), Use of New Construction Grants, the District may request new construction grants that exceed the pupil capacity of the project based on state loading standards. The library has zero pupil capacity based on the SFP regulations.

The District is proposing to utilize eligibility available for elementary and/or middle school pupils to assist with the construction of the Project, as necessary, depending on the District's eligibility for new construction grants at the time the Office of Public School Construction (as staff to the State Allocation Board) reviews the Project. The District can accomplish the housing of the additional elementary and middle school pupils by loading these classrooms at the maximum loading standard of 29.9 pupils per 4th through 8th grade classroom pursuant to the collective bargaining agreement between the District and the Hanford Elementary Teachers Association. This loading standard exceeds the State loading standard of 25 for grades 4-6 and 27 for grades 7-8. In effect, the District is proposing to house 4.9 additional pupils per classroom at the existing schools that serves grades 4-6 and 2.9 additional pupils per classroom at the existing schools that serve grades 7-8.

The District currently has approximately 68 elementary classrooms that serve grades 4-6 and 47 middle school grade level classrooms. These classrooms provide the following additional housing capacity:

Number of existing elementary school (4-6) level classrooms:	68
<u>Additional pupils that can be housed in each classroom:</u>	<u>4.9</u>
Total number of additional pupils that can be housed:	333

Number of existing middle (7-8) grade level classrooms:	47
<u>Additional pupils that can be housed in each classroom:</u>	<u>2.9</u>
Total number of additional pupils that can be housed:	136

In conclusion, this excess capacity of 469 (4th~8th grade) students is more than enough to house the estimated 30 elementary and/or middle school pupils that may require housing under this plan.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/04/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/13/2017

ITEM:

Consider the certification of signatures.

PURPOSE:

The certification of signatures authorizes the listed individuals to sign on the District's behalf.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Certify the signatures for the Hanford Elementary School District.

HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: D e c e m b e r 13, 2017 to the annual reorganization meeting in December 2018 in accordance with governing board approval dated December 13, 2017.

Signature: _____
Secretary of the Board

Column 1

Signatures of Members of Governing Board:

Signature _____
Type Name _____
President of the Board of Trustees

Signature _____
Type Name _____
Vice President of the Board of Trustees

Signature _____
Type Name _____
Clerk of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Column 2

Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:

Signature _____
Type Name Joy Gabler
Title Superintendent

Signature _____
Type Name David Endo
Title Chief Business Official

Signature _____
Type Name Jaime Martinez
Title Asst. Supt., Human Resources

Signature _____
Type Name Jill Rubalcava
Title Asst. Supt., Curriculum, Instruction & Professional Development

*Signature _____
Type Name Anneliese Roa
Title Program Manager, Food Services

**Signature _____
Type Name David Goldsmith
Title Chief Technology Officer

Number of Signatures Required (*Ed Code Sections 42632; 42633; 44843*)

On Orders of Payment	1
On Notice of Employment	1
On Contracts	1

* The signature of the Program Manager, Food Services is restricted to the following areas: 1) Food Service checks and 2) all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.

** The signature of the Chief Technology Officer is restricted to the following areas: Technology related agreements.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: November 28, 2017

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

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

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-14 Wilson
Case# 18-15 Kennedy
Case# 18-16 Kennedy