

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 27, 2017

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case#18-02 – Richmond

OPEN SESSION

- Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Accept warrant listings dated September 8, 2017 and September 15, 2017.
- b) Approve minutes of Regular Board Meeting held on September 13, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$2.45 from The Kula Foundation.

3. INFORMATION ITEMS

- a) Receive for information the following revised Administrative Regulation: (Mulligan)
 - AR 3516.3 – Earthquake Emergency Procedure System

4. BOARD POLICIES AND ADMINISTRATION

- a) Hear comments from the public and consider approval of negotiated successor agreement with the California School Employee Association (CSEA) Chapter #344 (Martinez)

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

- b) Consider approval of a consultant contract with Erin Gruwell of Freedom Writers (Rubalcava)
- c) Consider approval of consultant contract with Mathematics Specialist, Pam Beck (Rubalcava)
- d) Consider approval of waiver renewal to California Dept. of Education to combine school site councils of Community Day School and Martin Luther King School (Carlton)
- e) Consider approval of Memorandum of Understanding with Kings County Human Services Agency and Kings County Behavioral Health (McConnell)
- f) Consider approval of Memorandum of Understanding with California Health Kids Survey (McConnell)
- g) Consider approval of Memorandum of Understanding with Kings View Counseling Services (McConnell)
- h) Consider approval of the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5141 – Health Care and Emergencies
- i) Consider approval of the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 6159.1 – Procedural Safeguards and Complaints for Special Education
- j) Consider approval of the following new Administrative Regulation: (McConnell)
 - AR 6164.41 – Children with Disabilities Enrolled by their Parents in Private School
- k) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3270 – Sale and Disposal of Books, Equipment and Supplies
- l) Consider approval of the following revised Administrative Regulation: (Endo)
 - AR 3440 – Inventories
- m) Consider approval of the following revised Administrative Regulation: (Endo)
 - AR 3460 – Financial Reports and Accountability
- n) Consider approval of the following revised Administrative Regulation: (Endo)
 - AR 3512 – Equipment
- o) Consider approval of the following revised Exhibit: (Rubalcava)
 - E 5145.6 – Parent Notifications
- p) Consider approval of the following new Board Policy: (Rubalcava)
 - BP 6142.94 – History-Social Science Instruction
- q) Consider approval of the following revised Administrative Regulation: (Rubalcava)
 - AR 6143 – Courses of Study
- r) Consider approval of the following revised Administrative Regulation: (Rubalcava)
 - AR 6158 – Independent Study
- s) Consider approval of the following revised Administrative Regulation: (Rubalcava)
 - AR 6163.2 – Animals at School
- t) Consider approval of the following revised Board Policy, deleted Administrative Regulation and new Exhibit: (Rubalcava)
 - BP/AR/E 6163.4 – Student Use of Technology
- u) Consider approval of the following deleted Board Policy and Administrative Regulation: (Rubalcava)
 - BP/AR 6182 – Opportunity School Class Program
- v) Consider for approval an increase to the starting hourly rate for Yard Supervisors, Babysitters and Walk-on Athletic Coaches to \$11.75 an hour effective January 1, 2018 (Gabler)

- w) Consider for approval a 1.77% retroactive salary increase to July 1, 2017 for all Management, Professional Specialists, and Confidential Employees. Along with a \$56/month increase to the healthcare cap effective October 1, 2017 (Gabler)
- x) Consider for approval an Amendment to the Superintendent's Contract to reflect a 1.77% retroactive salary increase to July 1, 2017 along with a \$56 per month increase to the healthcare cap effective October 1, 2017 (Gabler)

5. PERSONNEL (Martinez)

a) Employment

Classified

- Ariel Masterson, Health Care Assistant – 6.0 hrs., Jefferson Charter Academy, effective 9/25/17

Temporary Employees/Substitutes/Yard Supervisors

- Colleen Alcala, Substitute Yard Supervisor, effective 9/15/17
- Araceli Gonzales, Substitute Yard Supervisor, effective 9/1/17
- Claudel Luis, 4-6 Boys Football Coach, Lincoln, effective 9/10/17 to 11/10/17; 7-8 Boys Football Coach, Kennedy, effective 9/1/17 to 10/18/17
- Sophia Medina, Folklorico Dance Coach, Jefferson, effective 9/11/17 to 11/3/17
- Kerrina Pereda, Substitute Yard Supervisor, effective 9/12/17
- Tiffany West, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 09/18/17-12/15/17

b) Resignations

- Clarissa Ayala, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/27/17
- Emily Guilbeau, Special Education Aide – 5.0 hrs., Lincoln, effective 9/29/17
- Blake Villi, Substitute Yard Supervisor, effective 9/5/17

c) Transfer

- Desiree Davis, Media Services Aide – 5.5 hrs., from King to Monroe, effective 9/18/17

d) Promotion/Transfer

- Zachary Westover, from READY Program Tutor – 4.5 hrs., Lincoln to Media Services Aide – 5.5 hrs., King, effective 9/15/17

e) Promotion/Transfer/Increase in Work Year

- Linda Cruz, from Media Services Aide – 5.5 hrs., 11-month, Monroe to Teacher Resource Center Specialist– 8.0 hrs., 12-month, Teacher Resource Center, effective 9/18/17

f) Lateral Change/More Hours/Transfer

- Melody Cantrell, Educational Tutor K-6 – 3.5 hrs., Monroe to Special Circumstance Aide – 5.75 hrs., Simas, effective 9/25/17

g) Administrative Transfer

- Juana Meza, Educational Tutor K-6 – 3.5 hrs., from Richmond to Monroe, effective 9/25/17

h) More Hours/Administrative Transfer

- Veronica Martin, Yard Supervisor, from 1.0 hr., Monroe to 2.75 hrs., Jefferson, effective 8/14/17

i) More Hours

- Angelica Aguilar, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., King, effective 8/14/17
- Estevan Alcala, Short-term Yard Supervisor, from 2.0 hrs. to 3.25 hrs., Monroe, effective 8/28/17 to 10/31/17
- Gennarina Alvarez, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Hamilton, effective 9/14/17
- Ashley Candelaria, Yard Supervisor, from 2.25 hrs. to 2.75 hrs., Hamilton, effective 8/14/17

i) More Hours (Cont.)

- Amalia Cavazos, Yard Supervisor, from 2.75 hrs. to 3.25., Simas, effective 9/15/17
- Andrice Dean, Yard Supervisor, from 1.25 hrs. to 1.5 hrs., Richmond, effective 8/14/17
- Terri Fredrick, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 8/14/17
- Amy Garcia, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 8/14/17
- John Garcia, Yard Supervisor, from 1.75 hrs. to 2.25 hrs., Wilson, effective 8/14/17
- Fidel Gonzalez, Yard Supervisor, from 2.5 hrs. to 2.75 hrs., Wilson, effective 8/14/17
- Amanda Henderson, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 9/4/17
- Christina Jenkins, Yard Supervisor, from 3.0 hrs. to 3.5 hrs., Monroe, effective 8/14/17
- Jamie Jordan, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Simas, effective 9/15/17
- Veronica Leach, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Hamilton, effective 8/14/17
- Sylvia Lombero, yard Supervisor, from 2.25 hrs. to 3.75 hrs., Roosevelt, effective 8/14/17
- Veronica Martin, Yard Supervisor, from 2.75 hrs. 3.75 hrs., Jefferson, effective 8/28/17
- Stacey Paez, Yard Supervisor from 2.5 hrs. to 2.75 hrs., Roosevelt, effective 8/14/17
- Michael Quiñones, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 8/14/17
- Sylvia Reyna, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Roosevelt, effective 8/14/17
- Felimena Reynolds, Yard Supervisor, from 2.5 hrs. to 3.75 hrs., Monroe, effective 8/14/17
- Madasen Rodriguez, Yard Supervisor, from 1.0 hr. to 1.75 hrs., Monroe, effective 8/14/17; Yard Supervisor, from 1.75 hrs. to 2.5 hrs., Monroe, effective 8/28/17
- Rosemarie Rodriguez, Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Washington, effective 8/14/17
- Alexis Villa, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Roosevelt, effective 8/14/17
- Kathie Woughter, Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Lincoln, effective 8/14/17
- Yesenia Zarate Brito, Yard Supervisor, from 1.75 hrs. to 3.0 hrs., Roosevelt, effective 8/14/17

j) Decrease in Hours

- Gennarina Alvarez, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Hamilton, effective 8/14/17
- Rosarita Alvarez, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., King, effective 8/14/17
- Chantel Andresen, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., Monroe, effective 8/14/17
- Sylvia Lombero, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Roosevelt, effective 8/21/17
- Guadalupe Lopez, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Jefferson, effective 8/14/17
- Sonia Mena, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Jefferson, effective 8/14/17
- Michael Quiñones, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 9/4/17

j) Decrease in Hours (Cont.)

- Christine Payne, Short-term Yard Supervisor – 2.0 hrs. (T), effective 8/22/17 to 8/30/17 and 10/13/17 to 12/12/17; 2.75 hrs. (M,T,F) 8/31/17 to 10/12/17 and 1.75 (W) effective 8/31/17 to 10/12/17, Hamilton (revised)
- Felimena Reynolds, Yard Supervisor, from 3.75 hrs. to 3.0 hrs., Monroe, effective 8/28/17

k) Leave of Absence

- Esmeralda Ledesma, Yard Supervisor – 1.0 hr., Lincoln, effective 08/29/17 to 09/12/17, medical

l) Job Descriptions

- (Bilingual) Licensed Vocational Nurse (New)
- DSF Work Control Technician (New)

m) Salaries/Wages

Agreement has been reached with CSEA to place the following new classifications on the Classified Employees' Salary Schedule as follows:

- DSF Work Control Technician (Range 16)
- Licensed Vocational Nurse (Range 11)
- (Bilingual) Licensed Vocational Nurse (Range 12)

n) Reclassifications

- Deborah Albrecht, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Simas, effective 8/8/17
- Graciela Alvarez, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., King, effective 8/8/17
- Casandra Arceo, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Lincoln, effective 8/8/17
- Vanesa Carson, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Wilson, effective 8/8/17
- Anne Cauthen, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Washington, effective 8/8/17
- Cynthia Dias, from Administrative Secretary II – 8.0 hrs. to DSF Work Control Technician – 8.0 hrs., effective 7/1/16
- Ariel Masterson, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Jefferson Charter Academy, effective 9/25/17
- Maria Prado, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Richmond, effective 8/8/17
- Daisy Wallace, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Monroe, effective 8/8/17
- Brittany Winters, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Hamilton, effective 8/8/17
- Lisa Wright, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Kennedy, effective 8/8/17
- Norma Zuniga, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Roosevelt, effective 9/5/17

o) Salary/Wage Schedules for 2017-2018

- Management/Professional Specialist/Confidential Salary Schedule (revised)
- Classified Salary Schedule (revised)
- Non-Represented Part-Time Employee Wage Schedule (revised)
- Classified, Substitute/Temporary Wage Schedule (revised)

p) Consider approval of Service Agreement with California State University, Fresno's Nursing Program

Authorize agreement between Hanford Elementary School District and California State University, Fresno to provide the Institution's Nursing Program students field experience at HESD facilities

q) Volunteers

<u>Name</u>	<u>School</u>
Amber Alves	Hamilton
Jennifer Bates	Jefferson
Aracelia Fernandez Mendez	Jefferson
Liliana Garcia-Medina	King
Claudia Guzman	King
Chantel Niess	King
Shirley Silva	King
Celeste Cervantez (HESD Employee)	Monroe
Amy Ivey	Monroe
Rita Reyna-Wooley	Monroe
Carla Berlanga	Richmond
Ana Mendoza	Richmond
Roberta Vasquez (HESD Employee)	Richmond
Tasha Hall	Roosevelt
Karla Medina	Roosevelt
Nancy Medina	Roosevelt
Karen Ortega Garcia	Roosevelt
Gwendolyn Somera	Roosevelt
Tiffaney Nash	Simas
Angelina Soares	Simas
Ann Marie Hernandez	Washington

6. FINANCIAL (Endo)

- a) Consider adoption of Resolution #8-18: 17/18 Budget Revisions #2
- b) Consider adoption of Resolutions #7-18: Regarding the Accounting of Developer Fees
- c) Consider declaration of surplus items

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: September 14, 2017

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

Date you wish to have your item considered: September 27, 2017

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-02 – Richmond

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/08/17 and 09/15/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 09/08/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12557758	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$239.00
12557759	4545	CCSNA Travel & Conf	\$120.00
12557760	405	DASSEL'S PETROLEUM INC. Fuel	\$5,485.87
12557761	405	DASSEL'S PETROLEUM INC. Fuel	\$76.06
12557762	5463	SARA DECUIR Mileage	\$34.78
12557763	5464	TORREYA EDWARDS Allowance	\$97.04
12557764	6725	DARRYN ELLIOTT Allowance	\$99.13
12557765	517	FEDERAL NEWS SERVICES INC. Food Services	\$197.00
12557766	2749	GARDA CL WEST INC. Other Services	\$560.52
12557767	1393	GAS COMPANY Gas	\$75.03
12557768	6858	GRAHAM PREWETT INC Buildings & Improvements	\$76,760.00
12557769	5541	JOANN GRAHAM Mileage	\$94.70
12557770	7012	GREENFIELD LEARNING INC. Software Licenses	\$4,800.00
12557771	3253	CORI GRIFFIN Allowance	\$100.00
12557772	4300	LESLIE GRIFFITH Allowance	\$100.00
12557773	641	HANFORD ELEM. REVOLVING FUND Supplies/Books/Travel & Conf	\$338.52
12557774	7005	HAPPY JACK MUSIC Books	\$849.20
12557775	5264	HOUGHTON MIFFLIN HARCOURT Textbooks	\$13,565.51
12557776	7031	AMY IVEY Other Services	\$20.00
12557777	6573	IXL LEARNING Software Licenses	\$3,400.00
12557778	5280	J&E RESTAURANT SUPPLY INC Food Services Supplies	\$744.64
12557779	5648	STACIE JOHNSON Mileage/Travel & Conf	\$64.27
12557780	2018	LEARNING RESOURCES INC. Inst'l Matl's	\$96.49
12557781	6459	MELODY LEE Mileage	\$16.16
12557782	7033	TERRI LINDSEY Dues & Memberships	\$21.45
12557783	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$6,222.94
12557784	6953	MARKO CONSTRUCTION GROUP INC. Buildings & Improvements	\$519,493.76
12557785	2243	MATSON ALARM Leases	\$36.00
12557786	6937	MICROSOFT CORPORATION Admin Matl's	\$482.63
12557787	994	MOBILE MODULAR MGMT. CORP. Leases	\$22,800.00
12557788	1058	OFFICE DEPOT Office Supplies	\$98.70
12557789	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$595.27
12557790	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$1,897.61
12557791	6792	PEARSON EDUCATION Software Licenses	\$37,125.00
12557792	7030	JENNIFER RAMOS Prepaid Meals	\$13.40
12557793	4523	RESOURCES FOR EDUCATORS Food Services Matl's	\$249.00
12557794	2985	ELIZABETH SASSELLI Allowance	\$64.27
12557795	7027	LORENE SILVA Supplies	\$53.58
12557796	3800	SONITROL OF FRESNO Leases	\$4,458.00
12557797	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,556.25
12557798	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$14,140.15
12557799	5622	JOANNA STONE Mileage	\$31.89
12557800	6921	GREG STRICKLAND Travel & Conf	\$84.00
12557801	6140	SUPER CO-OP Food Services Supplies	\$245.22
12557802	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$4,668.15
12557803	1554	SONIA VELO Mileage	\$25.52
12557804	1568	VISALIA TIMES-DELTA Other Services	\$439.07
12557805	6943	WEST VALLEY SUPPLY Grounds Supplies	\$365.40

**Warrant Register For Warrants
Dated 09/08/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12557806	2822	GRISELDA YRIGOLLEN Allowance	\$100.00
Total Amount of All Warrants:			\$724,201.18

Credit Card Register For Payments
Dated 09/08/2017

Document Number	Vendor Number	Vendor Name	Amount
14020695	2	A-Z BUS SALES INC Transportation Supplies	\$1,284.76
14020696	6005	ACE ELEVATOR LOAD TEST & REPAI Other Services	\$700.00
14020697	91	AUTOMATED OFFICE SYSTEMS Leases, Repairs	\$5,438.53
14020698	5139	DLT SOLUTIONS LLC Other Services	\$3,372.00
14020699	635	HANFORD CHAMBER OF COMMERCE Dues & Memberships	\$250.00
14020700	652	HANFORD SENTINEL Other Services	\$1,957.50
14020701	5690	INDOFF INCORPORATED Facilities	\$2,134.28
14020702	4276	LEARNING A-Z Software Licenses	\$2,977.95
14020703	1802	MEDALLION SUPPLY Maintenance/Grounds Supplies	\$1,434.36
14020704	1214	REALLY GOOD STUFF Inst'l Matl's	\$159.80
Total Amount of All Credit Card Payments:			\$19,709.18

Warrant Register For Warrants

Dated 09/15/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12558195	14	ACSA Travel & Conf	\$459.00
12558196	6271	MARIBEL AGUILERA Study Trip	\$90.00
12558197	6722	GRACIELA ALVAREZ Reissued Warrant	\$25.00
12558198	128	BENCHMARK EDUCATION COMPANY Textbooks	\$427.93
12558199	236	STATE OF CALIFORNIA Other Services	\$1,360.00
12558200	3822	LINDSEY CALVILLO Supplies	\$281.51
12558201	6468	NICOLE CARTLEDGE Allowance	\$50.71
12558202	3012	CBS DOOR Repairs	\$2,273.35
12558203	1667	CDW GOVERNMENT INC. Equipment	\$44,820.06
12558204	3098	TERESA CHARLES Travel & Conf	\$16.00
12558205	6552	CHILDREN'S STORYBOOK GARDEN Study Trip	\$625.00
12558206	6552	CHILDREN'S STORYBOOK GARDEN Study Trip	\$750.00
12558207	6748	CHURCHILL IB BOOSTERS Registration	\$300.00
12558208	344	CMEA TREASURER CENTRAL SECTION Band Registration	\$525.00
12558209	3611	CONSCIOUS TEACHING LLC Books	\$358.89
12558210	387	CSBA Travel & Conf	\$598.00
12558211	5826	JOSEFINA ETCHEGOIN Luncheon	\$162.68
12558212	3517	JENNIFER FAGUNDES Travel & Conf	\$32.00
12558213	1177	FRED PRYOR SEMINARS Travel & Conf	\$99.00
12558214	1177	FRED PRYOR SEMINARS Travel & Conf	\$128.00
12558215	6650	MONICA P. GARCIA Allowance	\$94.95
12558216	1393	GAS COMPANY Gas	\$548.58
12558217	620	GRISWOLD LASALLE COBB DOWD Legal	\$800.80
12558218	3656	HANFORD AUTO & TRUCK PARTS Supplies	\$841.41
12558219	632	CITY OF HANFORD Water/Sewer	\$27,391.98
12558220	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$119.44
12558221	5703	TERESA JAQUEZ Inst'l Consultant	\$619.20
12558222	779	KEENAN & ASSOC./CPIC Health & Welfare	\$5,370.00
12558223	778	KEENAN & ASSOC./MED. EYE SERV. Health & Welfare	\$10,197.18
12558224	5990	KELLER FORD Grounds, Transportation Supplies	\$97.79
12558225	5828	KINGS COUNTY DEPT OF PUBLIC WO Fuel	\$43.63
12558226	3962	KINGS COUNTY GLASS Repairs	\$319.35
12558227	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$544.02
12558228	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$405.42
12558229	808	KINGS WASTE & RECYCLING Garbage	\$234.00
12558230	986	LAWNMOWER MAN Grounds Services	\$313.54
12558231	838	LAWRENCE TRACTOR COMPANY Grounds, Custodial Supplies	\$201.62
12558232	3048	CINDY LEWIS Allowance	\$100.00
12558233	7023	LOST REALMS PETS INC. Inst'l Consultant	\$350.00
12558234	4629	LOWE'S OF HANFORD Supplies	\$92.17
12558235	4299	CHRISTINE LUIS Allowance	\$100.00
12558236	5244	MAKEMUSIC Software Licenses	\$149.00
12558237	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$10,603.13
12558238	5510	NEWEGG.COM IT Supplies	\$365.93
12558239	1058	OFFICE DEPOT Office Supplies	\$535.80
12558240	4673	JAMIE OLIVEIRA Reissued Warrant	\$63.29
12558241	6257	ORCHARD SUPPLY HARDWARE Supplies	\$3,006.57
12558242	1071	ORIENTAL TRADING CO. INC. READY Supplies	\$363.58

Warrant Register For Warrants

Dated 09/15/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12558243	4088	ESTHER PHELPS Luncheon	\$192.77
12558244	6674	PHYSIUS PHYSICAL THERAPY & WEL Other Services	\$100.00
12558245	5356	JODY PRODOEHL Allowance	\$94.00
12558246	1266	KATHLENE ROSE Allowance	\$146.60
12558247	5067	RUSSELL SIGLER INC Maintenance Supplies	\$358.27
12558248	2985	ELIZABETH SASSELLI Allowance	\$19.79
12558249	1327	SCHOOL SPECIALTY Warehouse	\$18,852.19
12558250	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$613.80
12558251	1356	SILVAS OIL COMPANY INC. Fuel	\$574.32
12558252	1367	SISC III Health & Welfare	\$536,238.75
12558253	1374	SMART & FINAL STORES (HFD/DO) Supplies	\$76.41
12558254	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$75,988.62
12558255	1401	STANDARD STATIONERY SUPPLY Warehouse	\$450.40
12558256	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$5,348.00
12558257	6567	AUBREY STANTON Mileage	\$63.67
12558258	6921	GREG STRICKLAND Travel & Conf	\$92.23
12558259	6823	TCG GROUP HOLDINGS Other Services	\$120.00
12558260	5946	THE HARTFORD Health & Welfare	\$1,152.16
12558261	4114	TULARE COUNTY OFFICE OF EDUCAT Travel & Conf	\$40.00
12558262	2653	VALLEY OXYGEN Maintenance, Grounds Supplies	\$513.23
12558263	1873	ZEE MEDICAL SERVICE CO. Transportation Supplies	\$24.83

Total Amount of All Warrants:

\$758,314.55

Credit Card Register For Payments
Dated 09/15/2017

Document Number	Vendor Number	Vendor Name	Amount
14020737	176	BSN SPORTS Warehouse, PE Supplies	\$3,791.78
14020738	415	DELRAY TIRE & RETREADING INC. Repairs	\$1,109.79
14020739	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$591.22
14020740	546	FRESNO ENVELOPE AND EMBOSSING Printing Supplies	\$1,005.83
14020741	3030	FTG Inst'l Matl's	\$214.50
14020742	4276	LEARNING A-Z Software Licenses	\$162.86
14020743	1002	MORGAN & SLATES INC. Maintenance, Grounds Supplies	\$411.83
14020744	1121	PERMA-BOUND Books	\$438.58
14020745	2524	ROCHESTER 100 INC. Allowance	\$64.80
14020746	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$629.62
Total Amount of All Credit Card Payments:			\$8,420.81

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 13, 2017

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 13, 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, Doug Carlton, Debra Colvard, Kenny Eggert, David Endo, Javier Espindola, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, and Cruz Sanchez-Leal.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Conference with Labor Negotiators – (GC 54957.6)
- Open Session** Trustees returned to open session at 6:05 p.m.
- Labor Negotiators** No action was taken by the Board.
- Public Comments** None
- Board and Staff Comments** Gerry Mulligan, Director of Facilities and Operations, presented a PowerPoint displaying pictures from projects that started this summer.
- Requests to Address the Board** None
- Dates to Remember** President Garcia reviewed dates to remember: Grades 4-6 Fall Round Robin #1 on September 23rd; Regular Board Meeting on September 27th; Girls' Spiker (volley ball) Classic XXI on October 12th.

CONSENT ITEMS

Trustee Garner made a motion to take consent items "b" through "e" 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 consent items "b" through "e". 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 8/18/17, 8/25/17 and 9/1/17.
- b) Minutes of Regular Board Meeting 8/23/17.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2.83 from The Kula Foundation.
- e) Donation of school supplies from Koinonia Church.

Public Hearing

At 6:13 p.m. President Garcia opened the Public Hearing: Sufficiency of Instructional Material. Hanford Elementary School District has sufficient textbooks and instructional materials.

Jill Rubalcava stated on September 1st the district had their Williams Visit and had zero findings. Therefore, it is resolved that for the 2017-2018 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Trustee Strickland asked if it is adopted by a committee. Jill answered yes. Trustee Strickland asked if it has parent involvement. Jill answered that parent involvement is through the SSC, DELAC and PAC. Trustee Strickland asked if textbooks are categorized by priority and chosen according to what is best for the teacher. Jill answered the textbooks that are chosen come from the State approved list. Trustee Strickland asked if it is in the best interest of the child. Jill answered yes. Trustee Strickland asked if this is done yearly. Jill stated yes. President Garcia called for questions from the public, and there being none the public hearing was closed at 6:17 p.m.

INFORMATION ITEMS

Measure U Bond Update

David Endo, Chief Business Official, presented for information an update on Measure U Bond Projects. In the packet given to Trustees included a list of projects for Measure U. The Oversight Committee will meet tomorrow to go over each project and expenditure of bond funds. Projects on the list include portable replacements at Lincoln School, administration and library building at Monroe School, portable replacements at MLK, moving Community Day School to MLK, and administration and library building at Jefferson Charter School. The district has received the first set of bond funds and the State has issued the first set of funding available. Down the line they will release more bond money and funding from the State. The district will then have to get in line for additional funds. To cover off-set the district will use reserve funds, then will apply for reimbursement. It's expected that MLK projects will go to bid in December or January and Jefferson in the spring.

Finance Report 8/1/17-8/31/17

David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 8/1/17 – 8/31/17.

BP 6142.94

Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following new Board Policy:

- BP 6142.94 – History-Social Science Instruction

- AR 6143** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following revised Administrative Regulation:
- AR 6143 – Courses of Study
- E 5145.6** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following revised Exhibit:
- E 5145.6 – Parent Notifications
- AR 6158** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following revised Administrative Regulation:
- AR 6158 – Independent Study
- AR 6163.2** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following revised Administrative Regulation:
- AR 6163.2 – Animals at School
- BP/AR/E 6163.4** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following revised Board Policy, deleted Administrative Regulation and new Exhibit:
- BP/AR/E 6163.4 – Student Use of Technology
- BP/AR 6182** Jill Rubalcava, Assistant Superintendent to Curriculum and Instruction, presented for information the following deleted Board Policy and Administrative Regulation:
- BP/AR 6182 – Opportunity School Class Program
- BP/AR 3270** David Endo, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 3270 – Sale and Disposal of Books, Equipment and Supplies
- AR 3440** David Endo, Chief Business Official, presented for information the following revised Administrative Regulation:
- AR 3440 – Inventories
- AR 3460** David Endo, Chief Business Official, presented for information the following revised Administrative Regulation:
- AR 3460 – Financial Reports and Accountability
- AR 3512** David Endo, Chief Business Official, presented for information the following revised Administrative Regulation:
- 3512 – Equipment
- BP/AR 5141** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5141 – Health Care and Emergencies
- BP/AR 6159.1** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6159.1 – Procedural Safeguards and Complaints for Special Education
- AR 6164.41** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following new Administrative Regulation:
- AR 6164.41 – Children with Disabilities Enrolled by their Parents in Private

School

BOARD POLICIES AND ADMINISTRATION

- Resolution #16-18** Trustee Strickland made a motion to adopt Resolution #6-18: Absent Board Member Compensation. Trustee Revious seconded; motion carried 4-0:
Garcia – Yes
Garner – Yes
Hernandez – Abstain
Revious – Yes
Strickland – Yes
- Resolution #1-18** Trustee Strickland made a motion to adopt Resolution #1-18: Pertaining to the Sufficiency of Instructional Materials. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- MOU – Sinclair Research** Trustee Revious made a motion to approve the Memorandum of Understanding (MOU) with Sinclair Research Group. The Sinclair Group will provide the Induction Program a complete evaluation of the General Education and Education Special Teacher Induction programs for the 2017-18 academic year. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- CPM Educational Program** Trustee Strickland made a motion to approve the consultant contract with CPM Educational Program for custom professional development and 12 days of planning and in class coaching. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- TCOE Contract** Trustee Strickland made a motion to approve the consultant contract with Tulare County Office of Education to provide 15 ELA professional development sessions for MLK K-6 teachers. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes
- Kings County Sport Officials** Trustee Strickland made a motion to approve the consultant contract with Kings County Sport Officials for grades 4-6 after school sports during 2017-18 school year. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes

Revious – Yes
Strickland – Yes

Sports Officiating Services Trustee Revious made a motion to approve the consultant contract with Sports Officiating Services for junior high sports during 2017-18 school year. Trustee Strickland seconded; motion carried 5-0:

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

Phyllis Hostmeyer Trustee Strickland made a motion to approve the consultant contract with Phyllis Hostmeyer for custom professional development to junior high ELD teachers and 3-6 grade teachers that provide Title III tutoring. Trustee Hernandez seconded; motion carried 5-0:

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

BB/E 9270 Trustee Strickland made a motion to approve the revised Board Bylaw and new Exhibit 9270 – Conflict of Interest. Trustee Revious seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

Item “a” – Employment

Certificated, effective 9/11/17

- Carla Bode, Art Teacher, Probationary

Classified

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

Temporary Employees/Substitutes/Yard Supervisors

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

***Item "b" –
Resignations***

- Jose Avina, Substitute Custodian I, effective 8/11/17
- Erica Caton, Substitute Yard Supervisor, effective 6/6/17
- Georgia Freeman, Yard Supervisor – 3.0 hrs., Monroe, effective 8/25/17
- Melissa Martinez, Substitute READY program Tutor, effective 12/13/16
- Kiefer Rose, Yard Supervisor – 3.25 hrs., Kennedy, effective 8/14/17
- Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Yard Supervisor and Translator: Oral Interpreter and Written Translation, effective 6/1/16
- Jasmin Williams, Substitute Alternative Education Program Aide and Special Education Aide, effective 4/26/17
- Mariah Young, READY Program Tutor – 4.5 hrs., Richmond, effective 8/22/17

***Item "c" –
Request to be
Removed from
Classified
Substitute***

- Tenika Avila, Substitute Clerk Typist II, effective 10/21/16
- Bruce Bowen, Substitute Custodian II, Warehouse, Reprographic and Mail Technician, effective 2/17/17
- Jacob Davis, Substitute Custodian II and Groundskeeper II, effective 3/10/17
- Portia Harley, Substitute Special Circumstance Aide, Special Education Aide and

***List/Failure to
Respond***

- Yard Supervisor, effective 9/8/16
- Soo Lee, Substitute Health Care Assistant, effective 8/10/16
- Thomas Null, Substitute Custodian II, effective 3/9/17
- Fatima Calvario Perez, Substitute Yard Supervisor, effective 2/6/17
- Melanie Pimentel, Substitute Yard Supervisor, effective 8/16/16
- Baleria Plancarte, Substitute Babysitter, Food Service Worker I/II, Yard Supervisor and Translator: Oral Interpreter, effective 12/16/16
- America Rodriguez Sanchez, Substitute READY Program Tutor, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter, effective 12/13/16
- Joseph Vidal, Substitute Custodian I, effective 11/30/16
- Debra Washington, Substitute Clerk Typist I, effective 4/15/16
- Teberh Zewoldemariam, Substitute Clerk Trainee and Yard Supervisor, effective 9/9/16

***Item "d" –
Retirement***

- Shirley Diehl Speegle, Food Service Worker I – 3.25 hrs., Lincoln, effective 12/15/17

***Item "e" – More
Hours***

- Estevan Alcala, Short-term Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 8/16/17 to 10/13/17
- Cristina Solorio, Short-term Yard Supervisor, from 1.0 hr. to 3.25 hrs. Kennedy, effective 8/15/17 to 10/31/17

***Item "f" –
Voluntary
Transfer***

- Kimberly Carrera, READY Program Tutor – 4.5 hrs., from Jefferson to Richmond, effective 8/28/17

***Item "g" –
Reinstatement to
Full-Time
Status/Transfer***

- Christina Gonzales, from 2nd Grade, shared, Monroe to 4th Grade full-time, Roosevelt, effective 8/21/17
- Kellie Noji, from 2nd Grade, shared to 2nd Grade full-time, Monroe, effective 8/21/17

***Item "h" –
Certificated
Transfers/Reassign-
ments, effective
8/8/17***

Involuntary Transfers

- Gabriel deLeon, from Hamilton 2nd Grade to Hamilton 1st Grade
- Erica D'Souza, from King Kindergarten to King 3rd Grade, effective 8/28/17
- Darryn Elliott, from Washington 3rd Grade to Washington 2nd Grade
- Maria Porras, from Monroe 3rd Grade to Monroe Kindergarten
- Arianne Rogado, from Washington 6th Grade to Simas 6th Grade, effective 8/28/17
- Shannon Shuklian, from Richmond 6th Grade to Richmond 2nd Grade

Combination Class Assignments

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

Voluntary Transfers

- Raquel Alvarez, from Lincoln 5th Grade to Lincoln 4th Grade
- Angel Bravo, from Jefferson 5th Grade to Jefferson 7th Grade
- Blanca Buller, from Jefferson 5th Grade to Jefferson 7th Grade
- Rick Calvillo, from Lincoln 2nd Grade to Jefferson 4th Grade
- Nadia D'Agostino, from Lincoln 2nd Grade to Lincoln 3rd Grade
- Cristal Flores, from Richmond 1st Grade to Richmond Kindergarten
- Lupe Hernandez, from Roosevelt Kindergarten to Washington 1st Grade
- Jaqueline Huerta, from Lincoln 2nd grade to Hamilton Kindergarten
- Jana Jasso, from King Kindergarten to Monroe 1st Grade
- Jessica Knodel, from Richmond 4th Grade to Richmond 2nd Grade
- Aimee Ladd from Kennedy 8th ELA/Social Studies to Kennedy 8th Math/Science

- Alexandria Lemos, from King 5th Grade to King 2nd Grade
- Annise Magpayo, from Roosevelt 6th Grade to Roosevelt 3rd Grade
- Jan Mazza, from Richmond 2nd Grade to Simas 1st Grade
- Allison Minick, from Simas Kindergarten to Simas 2nd Grade
- Cynthia Miranda, from King Transitional Kindergarten to King Kindergarten
- Christine Mizer, from Roosevelt 4th Grade to Roosevelt 2nd Grade
- Peggy Noble, from King 4th Grade to King 5th Grade
- Jamie Oliveira, from Monroe 3rd Grade to Monroe 1st Grade
- Patricia Rodriguez, from Simas 2nd Grade to Simas Kindergarten
- Isaias Serrato, from Richmond 5th Grade to Monroe 3rd Grade
- Oscar Tafolla, from Jefferson 4th Grade to Jefferson 5th Grade
- Stephanie Tatro-Parks, from Lincoln 3rd Grade to Kennedy 7th ELA/Social Studies
- Jennifer Taylor, from Kennedy 8th Math/Science to Lincoln 2nd Grade
- Isabel Vega, from King 6th Grade to Jefferson 4th Grade
- Gaosang Xiong, from Monroe 5th Grade to Kennedy 8th Math/Science

Reinstatement

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

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

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

***Item "j" – Non-Permanent
Certificated Staff***

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

- See attached listing

***Item "k" – Job
Description***

- Mental Health/Behavior Services Specialist (New)

***Item "l" –
Salary/Wage
Schedules for
2017-2018***

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

***Item "m" – Leave
of Absence***

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

***Item "n" –
Volunteers***

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

Adjournment

Trustee Garcia gave thanks to Javier Espindola, Principal at Jefferson Charter School, for running a great school.

There being no further business, President Garcia adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved: _____
Robert Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-132	A	Kennedy	Laton	9/18/2017
I-133	A	Jefferson	Laton	9/18/2017
I-134	A	Jefferson	Laton	9/18/2017
I-135	A	Simas	Armona	9/18/2017
I-136	A	Simas	Armona	9/18/2017
I-137	A	Lincoln	Lemoore	9/18/2017
I-138	A	Lincoln	Lemoore	9/18/2017
I-139	A	Lincoln	Lemoore	9/18/2017
I-140	A	Lincoln	Lemoore	9/18/2017
I-141	A	Lincoln	Kit Carson	9/18/2017
I-142	A	Lincoln	Kit Carson	9/18/2017
I-143	A	Lincoln	Kit Carson	9/18/2017
I-144	A	Lincoln	Kit Carson	9/18/2017
I-145	A	Richmond	Armona	9/18/2017
I-146	A	Richmond	Armona	9/18/2017
I-147	A	Jefferson	Pioneer	9/18/2017
I-147	A	Jefferson	Pioneer	9/18/2017
I-148	A	Jefferson	Pioneer	9/18/2017
I-149	A	Wilson	Lakeside	9/18/2017

No	A/D	Sch Req'd	Home Sch	Date
O-159	A	Pixley	Washington	9/18/2017
O-160	A	Kit Carson	Washington	9/18/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: September 13, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Donation from The Kula Foundation**PURPOSE:** To be used for student incentives.**FISCAL IMPACT:** Increase of \$2.45 to 0900-1100-0-1110-1000-430000-021-0000**RECOMMENDATIONS:** Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: September 18, 2017

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

FOR: (X) Information
() Action

Date you wish to have your item considered: September 27, 2017

ITEM:

Consider the following revised Administrative Regulation for information.

PURPOSE:

The following 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 as well as Education Code changes.

- AR 3516.3: Earthquake Emergency Procedure System – Emergency Procedures.

FISCAL IMPACT:

None.

RECOMMENDATION:

Consider for adoption at next regular board meeting.

Hanford ESD

Administrative Regulation

Earthquake Emergency Procedure System

AR 3516.3

Business and Noninstructional Operations

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

The Superintendent or designee ~~shall~~ may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish ~~an the earthquake emergency procedure system to be followed in case~~ procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of earthquakes. ~~This system~~ students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code ~~35297~~ 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A ~~DROP~~ drop procedure ~~in which students~~ whereby each student and staff ~~members:~~
 - a. ~~Take~~ member takes cover under a table or desk
 - b. ~~Drop,~~ dropping to ~~their~~ his/her knees
 - e. ~~Protect their head,~~ with ~~their~~ the head protected by the arms
 - d. ~~Face away from~~ and the back to the windows
3. ~~Protective measures to be taken before, during and after an earthquake~~
4. ~~A training program to ensure that all students and all certificated and classified staff are~~

~~aware of, and properly skilled in, the earthquake emergency procedure system~~

~~School disaster plans shall outline roles, responsibilities and procedures for students and staff.~~

~~(cf. 3516—Emergency and Disaster Preparedness Plan)~~

~~DROP procedures may be expanded to ensure that students get under stationary desks or tables where available, or otherwise get next to an inside wall or under an inside doorway. Students should stay in the drop position until the emergency is over or until further instructions are given.~~

~~Earthquake Education~~

~~Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.—(Education Code 35297)~~

3. Protective measures to be taken before, during, and following an earthquake

4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught to take the following safety precautions during an earthquake to take if adults are not present to give specific directions: they

1. If you are in the open, stay there.
or on the way to or

2. Move away from buildings, trees and exposed wires. school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine

~~3. After the earthquake, if you are on your way to school, continue to school.~~

~~4. After the earthquake, if you are on your way home, continue home.~~

if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. ~~Teachers~~Staff shall have students perform the ~~DROP~~drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.

2. In laboratories, burners should be extinguished, if possible, before taking cover.

3. As soon as possible, ~~teachers~~staff shall move ~~the~~ students away from windows, shelves, and ~~out from under heavy suspended light fixtures~~objects or furniture that may fall.

~~4. 3. Teachers shall have~~After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.

5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students ~~leave~~under their supervision and shall evacuate the building in an orderly manner ~~when the earthquake is over.~~

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by ~~teachers~~staff or other persons in authority ~~and students~~ who are outdoors on school grounds:

1. ~~The teacher~~Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

2. ~~The teacher~~Staff shall have students perform the drop procedure, ~~covering as much skin-surface as possible, closing eyes and covering ears.~~
3. ~~Teachers and~~Staff shall have students ~~shall~~ stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

~~When~~If students are on the school bus ~~and~~when an earthquake occurs, the ~~following actions shall be taken:~~

1. ~~The~~ bus driver shall ~~pull~~take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from ~~any buildings, poles, wires, overhead structures or bridges~~outside hazards, if possible, ~~and have students perform the DROP procedure.~~
2. ~~The driver shall set the brakes, turn off the ignition, and wait until the .~~ Following the earthquake ~~is over before proceeding on the route.~~
3. ~~As soon as possible,~~ the driver shall contact the ~~supervisor of transportation~~Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further

instructions after assessing the earthquake damage.

8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty
Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT


approved: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jamie Martinez 

DATE: September 19, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 27, 2017**

ITEM: Hear comments from the public and consider approval of negotiated successor agreement with the California School Employees Association (CSEA), Chapter #344.

PURPOSE: To comply with the requirement of Government Code Section 3547 for hearing of public comments prior to approval of a collective bargaining agreement, and to authorize implementation of the Tentative Agreement. CSEA ratified the Tentative Agreement for a successor collective bargaining agreement for July 1, 2017 through June 30, 2020 on September 21, 2017.

FISCAL IMPACT: The costs of the negotiated contract amendments and funding sources are attached.

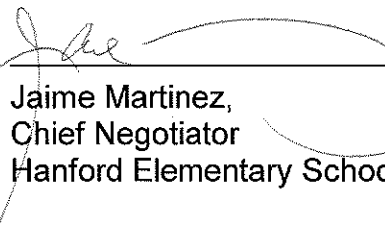
RECOMMENDATION: Hear public comments and approve agreement.

The following Articles were not opened by Hanford Elementary School District nor California School Employees Association, and its Chapter #344 (CSEA) and will remain status quo for the negotiations of the 2017-2020 Successor Agreement:

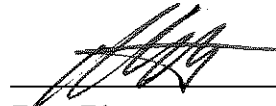
Article	Description	Status
Article 1	Agreement	Status Quo
Article 2	Recognition	Status Quo
Article 3	NonDiscrimination	Status Quo
Article 4	Personnel File and Evaluation Procedures	Status Quo
Article 5	Organizational Rights	Status Quo
Article 6	Organizational Security	Status Quo
Article 7	District Rights	Status Quo
Article 8	Employee Status	Status Quo
Article 10	Employee Safety	Status Quo
Article 11	Professional Growth	Status Quo
Article 13	Employee Expense and Materials	Status Quo
Article 15	Vacation	Status Quo
Article 17	Transfer and Reassignment	Status Quo
Article 18	Classification, Reclassification, and Abolition of Positions	Status Quo
Article 19	Layoff, Reemployment, and Separation	Status Quo
Article 20	Grievance Procedure	Status Quo
Article 21	Disciplinary Action and Hearing	Status Quo
Article 24	Transportation	Status Quo
Article 25	Severability	Status Quo

FOR THE DISTRICT:

FOR CSEA:

 6/2/17
 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District

Date

 6/2/17
 Ron Riso,
 Chief Negotiations Chair
 CSEA Chapter #344

Date

Tentative Agreement – September 6, 2017
2017-2018 Negotiations with CSEA

ARTICLE 9: UNIT VACANCIES

A. Recruitment for unit vacancies shall be in the following order:

1. **Transfer Opportunity:** Employees in the same classification and with the same number of hours shall be offered an opportunity to request a transfer to the vacant position or to any other position that may become vacant as a result of the approval of a transfer.
2. **More Hours Calling:** The vacancy, or the vacancy created by a transfer, shall be offered, in seniority order, to employees in the same classification with fewer hours than those of the vacancy.
3. **Reinstatement:** The vacancy, or the vacancy resulting from steps 1 or 2 above, shall be offered, in seniority order, to former employees in the same classification who were laid off and have reemployment rights.
4. **Internal Recruitment:**
 - a. An internal recruitment may include a change from one classified position to another regardless of range or a promotion. A promotion is defined as the movement of an employee from one job classification to another job classification of a higher range.
 - b. The District shall conduct an internal recruitment on bargaining unit vacancies not filled by or resulting from, the above steps.
 - c. The District may post an internal recruitment vacancy with an open recruitment vacancy under the following conditions:
 - (1) A vacancy in the same classification with an equal or higher number of hours has been posted within the past four (4) months without response from any qualified employee; or
 - (2) No employee possesses the required minimum qualifications; or
 - (3) By mutual agreement between Union and District.
 - d. An internal recruitment vacancy shall be conducted as follows:
 - (1) The internal recruitment vacancy shall be posted for a period of five (5) working days on the District's website and in prominent locations

on Union bulletin boards at each District facility open for business. For concurrent posting the filing deadline shall be the same as that for the open recruitment.

- (2) Any employee who is on a reemployment list due to layoff at the time of the vacancy shall be mailed a copy of the notice of vacancy by First Class Mail on the date the position is posted.
 - (3) Only employees who have obtained permanency with the District regardless of whether they have completed their probationary period in their current position and laid-off employees shall be eligible to respond.
 - (4) The Union president shall receive copies of all internal recruitment vacancies and open recruitment vacancies.
- e. Eligible employees responding to the survey shall complete and submit the required application packet to the Human Resources Department by the deadline stated on the interest survey.
 - f. After the paper-screening process is conducted by the Human Resources Department, the District shall determine the type of recruitment (promotional or open) to fill the vacancy. All employees meeting the minimum requirements of the position shall be afforded an interview by the oral interview panel. When the District and CSEA agree to include a bargaining unit member on the oral interview panel, the CSEA Chapter President or designee shall identify a bargaining unit member to include on the panel and then consult with the District to address any questions or concerns. Following this consultation, the CSEA President or designee shall make the appointment. In the event the District and CSEA cannot agree to include a unit member on the panel, or if the bargaining unit member appointed to serve on the panel declines or is otherwise unavailable, the District may nonetheless proceed with the interview process. In filling a vacancy by promotion, the District will give first consideration to promote existing employees.

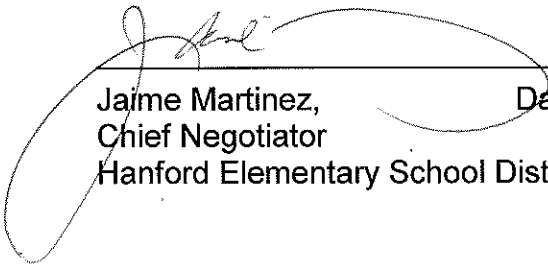
- g. After completion of the selection process, all things being equal, seniority shall be the determining factor in filling the vacancy.

5. Open Recruitment:

- a. Notice of all job vacancies shall be posted on the District's website and on Union bulletin boards in prominent locations at each District facility.
 - b. The notice shall remain posted for a period of seven (7) working days at all schools and offices that are open for business.
 - c. The Union president shall receive copies of all job vacancy notices.
- B. Notice Contents:** Internal recruitment vacancies or open recruitment vacancies shall include: The job title, a brief description of the position and duties, the job location (if known), the necessary employment standards required for the position, the number of hours per day, regular assigned work shift times, days per week and months per year assigned to the position, the salary range, and the deadline for filing an application for the vacancy.
- C. Certification of Applicants:** Within five (5) working days following completion of the selection process, the Human Resources Department shall notify in writing each participating employee or former employee of his/her standing. An employee may request from the Human Resources Department an interview to discuss the reason why s/he was not selected for further screening or appointment.
- D. Temporary Filling of Vacant Positions:** A substitute may work in a vacant position for a maximum of sixty (60) work days. Upon consultation and agreement with the Union, this timeline may be extended.

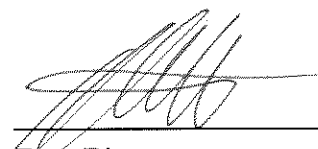
FOR THE DISTRICT:

FOR CSEA:


 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District

Date

9/6/17


 Ron Riso,
 Chief Negotiations Chair
 CSEA Chapter #344

Date

9/6/2017

Tentative Agreement – June 21, 2017
2017-2018 Negotiations with CSEA

ARTICLE 12: HOURS AND OVERTIME

- A. **Work Year:** The regular work year shall be July 1 through June 30.
- B. **Hours Worked:** For the purpose of computing the number of hours worked, all time ordered or authorized to be worked shall be construed as hours worked, as defined in California Education Code, Section 45128. Overtime worked under emergency or special circumstances shall be submitted for approval the following day.
- C. **Overtime:** Any ordered or authorized hours worked in excess of eight (8) hours per day or forty (40) hours per week. Except as otherwise provided herein, all overtime hours as defined in this section shall be compensated at a rate of pay equal to time and one-half (1½) the regular rate of pay.
- D. **Extra Time:** Any ordered or authorized extra hours worked by a part-time employee that total, when combined with the employee's regular hours, not more than eight (8) hours per day or forty (40) hours per week. Extra time as defined in this section shall be paid at the employee's regular rate of pay.
- E. **Sixth (6th), Seventh (7th) Consecutive Days**
 - 1. Any employee who works eight (8) hours or less per day on the sixth (6th) or seventh (7th) consecutive days shall be compensated at the rate of one and one-half (1½) times his/her regular rate of pay for all hours worked on the sixth (6th) or seventh (7th) consecutive day.
 - 2. Any employee who works in excess of eight (8) hours on the sixth (6th) or seventh (7th) consecutive days shall be compensated at double the regular rate of pay for those hours worked in excess of eight (8) hours.
- F. **Overtime Equal Distribution:** Overtime shall be distributed and rotated as equally as is practical among qualified employees within each department/school. To provide for equal distribution of overtime, initial requests to work overtime shall be offered to the employees with the greatest seniority within the appropriate classification or department/school. Overtime or extra

hours declined by all employees shall be assigned at the discretion of the District.

- G. **Holiday Pay:** All hours assigned to work on holidays shall be compensated at time and a half (1½) the regular rate of pay in addition to the regular pay.
- H. **Compensatory Time Off:** An employee shall have the option to elect compensatory time off in lieu of cash for extra or overtime worked for a compensatory time accumulation of not more than three (3) days based on that employee's contractual work day.
 - 1. No employee shall accrue more than three (3) days of comp time.
 - 2. Any employee who accrues more than three (3) days of comp time in any pay period shall be compensated or be given compensatory time off with pay by the end of the following pay period.
 - 3. Any part-time employee who works extra hours shall accrue comp time on an hour-for-hour basis for each extra hour worked up to eight (8) hours per day, and on a time and a half basis for each hour worked in excess of eight (8) hours per day.
 - 4. ~~Any unused compensatory time accrued by employees paid from categorical/grant funds shall be paid to employees on the June 30 payroll check.~~ Any employee may request payoff of earned and unused compensatory time off at the end of any month, provided the employee files a written request with his/her immediate management supervisor not later than the 12th day of the month at the end of which the payment is desired.
 - 5. Compensatory time normally shall be taken at a time mutually acceptable to the employee and his/her immediate management supervisor.
 - 6. Compensatory time may be taken in increments up to the employee's contractual work day.
- I. **Call-In/Call-Back Time:** Any employee called in to work on a day when the employee is not regularly scheduled to work or called back to work after completion of his/her regular assignment shall do so if at all possible and shall be compensated for at least three (3) hours of work at the appropriate rate of pay, even if less time is worked.

- J. **Work Scheduled on Non-Work Day:** When a supervisor schedules work on a day an employee is not scheduled to work, the employee shall be paid the amount of time the employee works at the appropriate rate. If through no fault of the employee, he/she works less than the scheduled number of hours the employee shall be paid for the minimum of three hours. Where the employee fails to work the scheduled hours, the employee shall be paid only for the actual time worked.
- K. **Split Shift Differential Compensation:** All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked.
- L. **Night Differential:** Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame.
- M. **Voluntary Reduction in Assigned Time:** A reduction in assigned time may occur when an employee voluntarily requests to surrender his/her "vested" rights to a specific number of hours. Such voluntary agreements shall be reduced to writing with copies going to the immediate management supervisor and the Superintendent or his/her designee. An employee may request a voluntary reduction in hours for a specified period of time and the hours reduced may be restored before the time period has elapsed to his/her original assigned hours by mutual agreement between the Union and the Superintendent or his/her designee. Prior to the employee's submission of a request for a voluntary permanent reduction in hours, the employee shall receive written concurrence from the Union.
- N. **Increase in Hours:**
 - 1. Except as provided under subsections 2. and 3. below, when additional hours are assigned to a part-time position on a regular basis, the assignment shall be offered to the employee currently in the appropriate class with the greatest bargaining unit seniority. If the senior employee declines the assignment, it shall be offered to the remaining employees currently in the

class in descending order of bargaining unit seniority until the assignment is made. If no one accepts, the District shall at its own discretion assign the time to any employee currently in that class.

2. A position with more hours shall be offered to the next most senior employee if:
 - a. the more senior employee cannot be reached by phone or fails to return a call-back message within forty-eight (48) hours. Every reasonable effort shall be made to reach an employee by phone or message; or
 - b. the more senior employee fails to accept an offer within twenty-four (24) hours of the offer.
 - c. If the more senior employee is on leave, but has accepted the increase in hours, the employee currently in the position, regardless of seniority, shall work the increased hours until the return of the senior employee or until the end of the school year, whichever occurs sooner.
 3. To ensure continuity of supervision and evaluation, a probationary employee may change positions to accept more hours within the same classification only:
 - a. at the beginning of a new school year as a result of the annual staffing ("bumping") process; or
 - b. if the change does not result in a change of work site; or
 - c. with the consent of the Principal/Department Head and approval by the Superintendent.
 4. Probationary employees who were unable to move to a position with a higher number of hours, per Section 3. above, shall have the right to exercise their seniority during the annual staffing meeting for a position with the number of hours they were unable to select during the year.
- O. **Adjustment in Assigned Time:** Any employee who works a minimum of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period. This provision shall not apply to extra hours offered to and

accepted by an employee for a special assignment of not more than sixty (60) work days unless extended by mutual agreement between District and Union.

- P. **Flexible Work Schedule by Mutual Consent:** When for the advantage of an employee, a work schedule is adjusted to include split shift, night hours, or week-end work, the differential pay shall not apply. The employee and the management supervisor must give mutual consent in writing with a copy to the Union.
- Q. **Lunch Periods:** All employees who are regularly assigned to a work day of six (6) hours or more shall be granted an uninterrupted lunch period of at least one-half ($\frac{1}{2}$) hour in length. Lunch periods are without compensation.
- R. **Rest Periods:**
1. Employees working three and three quarters ($3\frac{3}{4}$) but less than seven (7) hours shall be granted one (1) rest period of fifteen (15) minutes.
Employees working seven (7) or more hours shall be granted two (2) fifteen (15) minute rest periods. Insofar as practicable, the rest periods shall be taken in the middle of each morning and afternoon work period.
 2. Specified rest periods may be designated by an immediate management supervisor only when the operations of the District require someone to be present at the employee's work site or because of other work requirements.
 3. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
- S. **Rest Facilities:** The District shall provide lunchroom, restroom, and lavatory facilities for employee use at each work site.
- T. **Work Week:**
1. The work week shall normally be Monday through Friday.
 2. Employees assigned to the following classifications may be subject to a regular work week other than Monday through Friday, i.e. Tuesday through Saturday: HVAC Specialist, Head Custodian, Locksmith, Painter, Maintenance I/II, Groundskeeper I/II, Irrigation Specialist, Custodian I/II, Lead Custodian, Delivery Worker: Mail and Material, Warehouse,

Reprographic and Mail Services Technician, and Teacher Resource Center Specialist. The District shall confer with CSEA before any work changes.

3. An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday.

U. Permanent Shift and Work Week Changes: The District shall only make a permanent change in an employee's work schedule in accordance with the following provisions:

1. No more than twice per year can an employee's work schedule be changed to reflect either:
 - a. an earlier starting time; or,
 - b. a later finishing time.
2. The District may initiate a change in an employee's work schedule not to exceed thirty (30) minutes either before or after the employee's current work schedule, for good and sufficient reasons based on the operational needs of the District, provided a five (5) work day notice is given to the employee prior to effecting the change.
3. A District-initiated change in an employee's work schedule exceeding thirty (30) minutes shall be for good and sufficient reasons based on the operational needs of the District.
 - a. The District shall provide the affected employee with a ten (10) day advance written notice, advising the employee of such change and explaining the reasons therefore. In the event the change creates a hardship for the employee, up to fifteen (15) calendar days written advance notice shall be provided.
 - b. District and Union agree to consult prior to effecting the change. Consult, as used herein, means that the District will seek the expert advice of the Union on any matters relating to a change in an employee's work schedule in order to reach resolution prior to the implementation of such change. Views will be exchanged and considered by the parties with no decisions to implement the change

until five (5) days after the commencement of consultation, unless otherwise mutually agreed to by the parties.

- V. **Temporary Shift and Work Week Changes:** Temporary changes in an employee's shift and work week schedule shall only be made by mutual agreement between the immediate management supervisor and the employee, except for in-service training and departmental or site meetings.
- W. **Summer Task Force Provision:** Changes in work schedules for the Summer Task Force at the beginning of the summer (on or about the first non-student day) and end of the summer (on or about the last non-student day) shall not be considered as shift changes as provided in other sections of this Article for the following classifications:

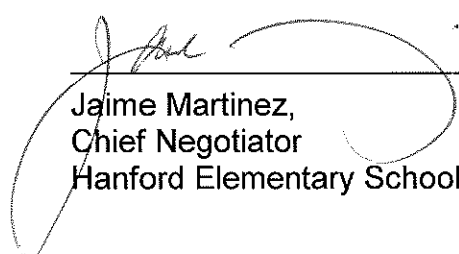
Bus Driver/Service Worker	Irrigation Specialist
Custodian I/II	Lead Custodian
Computer Maintenance Technician I/II	Locksmith
Database Specialist I/II	Maintenance Worker I/II
Delivery Worker: Mail & Material	Mechanic
Groundskeeper I/II	Painter
Head Custodian	Teacher Resource Center Specialist
HVAC Specialist	Warehouse Reprographic and Mail
Help Desk Technician	Technician

- X. Employees who are scheduled to attend professional development/training sessions on PD Days shall be released from duty without loss of pay at the conclusion of such professional development/training if their work shift ends within thirty (30) minutes or less of return to their work station, or if total time spent on the professional development/training activities is within thirty (30) minutes of total assigned work hours.
- CSEA employees shall be paid extra compensation for time spent in professional development/training activities on PD Days if that time exceeds their normal workday by more than thirty (30) minutes.

The parties agree that the workday on PD Days is considered a "professional day" and that the above is a fair and mutually beneficial trade-off of minor work time variances connected with professional development days.

FOR THE DISTRICT:

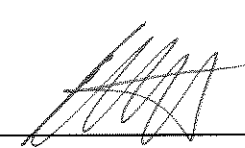
FOR CSEA:



Jaime Martinez,
Chief Negotiator
Hanford Elementary School District

6/21/17

Date



Ron Riso,
Chief Negotiations Chair
CSEA Chapter #344

6/21/2017

Date

Tentative Agreement – June 21, 2017
2017-2018 Negotiations with CSEA

ARTICLE 14: HOLIDAYS

A. The District shall provide all twelve-month employees with paid holidays on the following days, or on the day(s) designated in lieu for observance of the holiday(s), except as otherwise noted in this Article.

1. January 1 - New Year's Day
2. The third Monday in January - Dr. Martin Luther King, Jr.'s Birthday
3. February - Lincoln's Birthday
4. The third Monday in February - President's Birthday
5. Friday before Easter
6. The last Monday in May - Memorial Day
7. July 4 - Independence Day
8. The first Monday in September - Labor Day
9. November 11 - Veteran's Day
10. The last Thursday in November - Thanksgiving
11. The Friday following Thanksgiving - In Lieu of Admission Day
12. December 24 - Christmas Eve
13. December 25 - Christmas
14. December 31 - New Year's Eve

B. The District may schedule the Monday after Easter, in lieu of Lincoln's Birthday, as a holiday for bargaining unit members. Bargaining unit members shall be notified at least thirty (30) days in advance of Lincoln's Birthday of a change in holidays per this paragraph.

C. Less-than-twelve-month employees who are not normally assigned to duty during the common recess period between two school years shall be granted holiday pay for all holidays under A. above that fall within their regular work year. They shall be entitled to a paid holiday for Independence Day in July only if their regular work year includes the work day immediately preceding that holiday.


- D. New employees, re-employed former regular employees, and regular employees returning from unpaid leave shall not be entitled to holiday pay for holidays preceding their first work day as a new or returning employee.
- E. Employees who consent to work a regular work schedule which results in the loss of eligibility for any otherwise paid holiday shall be granted an in-lieu paid holiday or shall be paid their regular wages in lieu of a holiday off.

The parties agree to status quo Article 14

FOR THE DISTRICT:

FOR CSEA:

Jaime Martinez, Chief Negotiator
Hanford Elementary School District

 6/21/2017

Ron Riso, Date
Chief Negotiations Chair
CSEA Chapter #344

Tentative Agreement – June 21, 2017
2017-2018 Negotiations with CSEA

ARTICLE 16: LEAVES

A. PERSONAL ILLNESS/INJURY LEAVE

The following leaves may be available to cover absences for personal illness, injury, or pregnancy-related disability:

- Sick Leave with Full Pay
- Extended Sick Leave with Half Pay
- Industrial (work-related) Illness/Injury Leave

1. Sick Leave with Full Pay

- a. Every employee who is employed full-time for twelve months per year and works five (5) days per week shall be entitled to twelve (12) days leave for personal illness or injury with full pay for each full fiscal year of service. Any employee who works less than full-time, or less than a full fiscal year, shall receive that portion of twelve (12) days as the time worked bears to the time worked by a full-time, full-year employee.
- b. At the beginning of each fiscal year, every employee shall be credited with the Personal Illness/Injury Leave allotment equal to his/her leave entitlement under A.1.a. above for the year.
- c. A continuing employee may use his/her leave credited under A.1.a. above at any time during the year. A new employee shall not be eligible to take more than six (6) days of credited Personal Illness/Injury Leave until the first day of the calendar month following completion of six (6) months of service.
- d. An employee may take paid pregnancy disability leave charged against available Sick Leave provided that the employee is in a paid status immediately prior to the commencement of the leave and submits to the District a physician's written verification of the pregnancy including the dates of the work disability caused by pregnancy or pregnancy-related condition.

- e. Unused Sick Leave earned under A.1.a. above shall accumulate from year to year.
- f. ~~By October 30 of each year, t~~The District shall provide each employee with a ~~written~~ statement of his/her accumulated and entitled Sick Leave balance as of the last work month on their monthly payroll warrant:
 - 1) ~~His/her accumulated Sick Leave balance as of July 1 of that year, and~~
 - 2) ~~His/her Sick Leave entitlement under A.1.a. above for the current fiscal year.~~
- g. The District may request that all absences from work due to illness or injury of five (5) consecutive working days or more be supported by verification(s) of disability from the treating health care provider physician(s).
- h. When the District has reason to believe Sick Leave privileges are being abused, the District may require a physician's verification which states the specific day or dates the employee was ordered to be off work and the date s/he is able to return to work, or the District may order an examination of the employee by a physician of its choice. If the District designates a physician, the District shall pay the cost for the examination.

2. Extended Sick Leave with Half Pay

- a. In addition to Personal Illness/Injury Leave provided under Section A.1. above, each employee shall be credited, at the beginning of each fiscal year, with the number of days of Extended Sick Leave with Half Pay which, when added to his/her Sick Leave entitlement for the year under A.1. above, total one hundred (100) days.
- b. Extended Sick Leave shall not be used until all accumulated Sick Leave credited per A.1. above, including the current-year allotment, has been exhausted.
- c. Entitlement to Extended Sick Leave with Half Pay shall not commence until the fourth (4th) consecutive full day of any absence on account of personal illness or injury except for pregnancy disability prescribed by the treating physician and for continuing illness or injury.

- d. The onset, duration, and nature of any illness or injury for which Extended Sick Leave with Half Pay is claimed must be verified, in writing, by the treating physician.
- e. Extended Sick Leave with Half Pay shall be used for personal illness or injury only.
- f. Extended Sick Leave with Half Pay does not accumulate from year to year.

3. Industrial Accident/Illness Leave

- a. An employee who has completed probation shall be entitled to sixty (60) days non-accumulative industrial accident or illness leave per year upon commencement of the first day of absence resulting from a bona fide injury or illness arising out of and in the course of employment. If utilization of this leave occurs at a time when the full sixty (60) days will overlap into the next year, the employee shall be entitled in the next year to only the amount of leave remaining at the end of the year in which the leave commenced for the same injury or illness.
- b. Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of compensation made under workers' compensation.
- c. Benefits provided in this section are in addition to Personal Illness/Injury and Other Sick Leave benefits. Accordingly, the District shall not deduct leave from the Personal Illness/Injury or Other Sick Leave accounts of an eligible employee who is absent as the result of an industrial accident or illness until the sixty (60) day industrial accident or illness leave has been exhausted.
- d. An employee who is not yet eligible for or who has exhausted Industrial Accident or Illness Leave shall be entitled to use his/her Personal Illness/Injury Leave benefits as provided in Sections A.1. and A.2. above. If the employee continues to receive Workers' Compensation benefits while on Sick Leave or Extended Sick Leave, s/he may elect to use that portion of his/her Sick Leave which, when added to temporary disability

insurance benefits, is equal to his/her regular monthly salary. Payment for wages lost on any day shall not, when added to temporary disability payments granted under Workers' Compensation insurance, exceed the normal wage for the day.

- e. ~~Any employee receiving benefits as a result of a work-related injury/illness shall, during the period of injury or illness, remain within the State of California unless the District authorizes travel outside the State.~~ Staff are responsible to ensure that their manager or Human Resources receives a copy of all work status notes provided by the workers' compensation designated health care provider and keep their manager and/or Human Resources informed of their status.
- f. An employee shall be deemed to have recovered from an industrial accident or illness and thereby be able to return to work at such time as his/her workers' compensation designated health care provider ~~physician~~ certifies that there has been such recovery.
- g. The District's report of an industrial accident or illness shall be kept on file in the Human Resources Department.

4. Notification Requirements for Extended Sick Leaves

- a. Employees on approved extended injury/illness leaves are required to keep the District advised on a regular monthly basis as to the status of the extended leave. Such notification shall be provided to the Human Resources Department no later than the last day of each month during the time period the employee is on the extended leave.
- b. Not later than 2:00 p.m. on the work day immediately prior to the date of return to work from an extended leave due to illness or injury, the employee shall furnish to the Human Resources Department a written release from his/her treating health care provider ~~physician~~. Return to duty with any restrictions limiting full, regular duty shall be subject to agreement by the District.

B. FAMILY ILLNESS/INJURY LEAVE

The following leaves may be available for the care of ill or injured family members:

- ~~Paid Family Illness/Injury Leave (eliminated effective July 1, 2015)~~
- Sick Leave
- Unpaid Family Medical Leave

~~1. Paid Family Illness/Injury Leave as set forth below shall be effective through June 30, 2015 only. As of July 1, 2015, Paid Family Illness/Injury Leave and the provisions of B.1.a through c below shall be eliminated and neither party shall reopen Family Illness/Injury Leave during the term of this Agreement.~~

- ~~a. For the period July 1, 2014 through June 30, 2015, employees are entitled to one (1) day paid leave annually. This one (1) day of Paid Family Illness Leave is available in the event of illness of any member of the employee's family. The employee's family in this instance shall include husband, wife, children, parent, grandparent, domestic partner and children (as defined in Labor Code section 233), current father-in-law, mother-in-law, or any relative living in the immediate household of the family.~~
- ~~b. No deduction from the salary of the employee shall be made for such absence.~~
- ~~c. This leave is non-cumulative~~

2-1. Sick Leave

- a. Up to six (6) days of the employee's annual Sick Leave allowance (the amount an employee would accrue during 6 months of employment) pursuant to Section A.1. of this Article, may be used by an employee for the purpose of caring for an ill or injured child, spouse, parent, or domestic partner (as defined in Labor Code Section 233).
- b. The employee's Sick Leave balance, accrued per Section A.1. of this Article, shall be reduced on a day-for-day/hour-for-hour basis.

- c. Sick Leave used for the purpose of this section shall reduce leave available, if any, for Personal Necessity, per Section E.1. of this Article, on a day-for-day/hour-for-hour basis.

3. Unpaid Family Care Leave

- a. Employees may take Unpaid Family Care Leave(s) for up to twelve (12) weeks in a 12-month period to care for a family member with a serious health condition. Family members shall include spouse, child, legal ward, adult dependent child, parent, domestic partner (as defined in Labor Code Section 233), current father-in-law, mother-in-law, or any person with whom the employee has an "in loco parentis" relationship:
- b. To qualify for the leave, an employee must have completed one (1) year of continuous service in the District.
- c. The condition of the family member must involve an illness, injury, impairment, or other physical or mental condition which requires either in-patient care or continuing treatment or supervision by a licensed physician or osteopath, or other health care provider designated by the Secretary of Labor, and warrants the participation of the employee in the care of the patient during the treatment period.
- d. The employee must submit, with the request for the leave, a statement from the treating health care provider ~~physician~~ or osteopath which includes the date the condition commenced or will commence, the probable duration of the condition, the need for the employee's care for the individual, and the estimated length of time the employee's care is needed. The District may require, at the District's expense, a second and, if necessary, a third medical opinion.
- e. The employee shall exhaust accrued vacation and compensatory time off before using Family Care Leave.
- f. By mutual consent between the employee and the District, the employee may use unused Sick Leave, earned per Section A.1. of this Article, in lieu of Unpaid Family Care Leave.

- g. Any paid leave(s) used for the purpose of this section shall run concurrent with, and reduce the total of twelve (12) weeks of Family Care Leave on a day-for-day basis.
- h. District-paid health insurance plan benefits shall not be continued for unpaid Family Care Leave unless the employee meets the eligibility requirements of Family Care Leave under Federal and/or State family leave laws (FMLA and/or CFRA). Employees who do not return from Family Care Leave for reasons other than their own disability shall be responsible for reimbursing the District for the health plan premium costs during the period(s) of the leave, unless the employee was in paid status during the entire leave. If the employee is in paid status during the entire Family Care Leave period then district-paid health insurance plan benefits shall be continued regardless of the employee's eligibility for state or federal leave. For those employees who are on an approved unpaid leave of absence who do not meet the eligibility requirements of Family Care leave under Federal and/or State family leave laws (FMLA and/or CFRA), continuation of health insurance benefits will be at the employee's expense. ~~During periods of unpaid leave, Life Insurance coverages will cease under group coverage. The employee can choose to convert group term life insurance to an individual policy and/or opt for portability on the AD&D life insurance at their own expense.~~
- i. Except in emergencies, all requests for Family Care Leave must be submitted at least thirty (30) calendar days in advance. All requests are subject to verification of need. The specific starting and ending dates of the leave shall be coordinated with the needs of the District and are subject to approval by the Superintendent.
- j. An employee may request an extension of Unpaid Family Care Leave beyond twelve (12) weeks and/or for the care of a relative not living in the household of the employee. Such requests are subject to verification of need and require approval by the District Superintendent.

- k. Family Care Leave shall not constitute a break in service for longevity or seniority purposes, or for eligibility for health benefits, but an employee shall not earn credit for Sick Leave or Vacation during an unpaid Family Care Leave.
- l. Employees shall be restored to the same or an equivalent position upon return from Family Care Leave.
- m. For those employees who meet the Federal and/or State statute requirements, the provisions of Family Care Leave shall be in accordance with federal and State law, and any changes thereto. This Family Care Leave shall run concurrently with those leave provisions, not as an additional leave benefit.

C. Catastrophic Sick Leave Bank

- 1. Permanent employees may donate up to ten (10) days of earned Personal Illness/Injury Leave accrued as set forth in A.1. of this Article to a Classified Employees' Catastrophic Sick Leave Bank. This limitation shall not apply to donations made at the time of separation from the District. Donation of such leave shall normally be at the beginning of each school year. Donations shall be made in increments of one (1) hour or more. Donations of leave to the Catastrophic Sick Leave Bank are irrevocable.
- 2. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her accrued sick leave and other paid time off.
- 3. Permanent employees who have exhausted all accrued paid leaves, vacation, and compensatory time off (CTO) who are suffering from a catastrophic illness or injury, or that of a member of their immediate family, may request leave from the Catastrophic Sick Leave Bank. Immediate

family includes the relatives listed under Section B.1., Paid Family Illness Leave, of this Article.

4. The District shall require verification of the catastrophic illness or injury.
5. The District and Union representatives shall agree on the amount, if any, of leave that shall be transferred from the Catastrophic Sick Leave Bank to the employee on catastrophic leave. The amount of additional leave granted to a permanent employee as a result of leave donation(s) from the Catastrophic Sick Leave Bank shall not exceed twelve (12) months.
6. Sick Leave donation in excess of the amount needed for the purpose and time frame for which it was requested shall be credited back to the Catastrophic Sick Leave Bank.

D. LEAVE FOR ADOPTING A CHILD

1. An employee may take up to ten (10) days of leave for the purpose of adopting a child.
2. The employee may take paid Sick Leave, accrued per Section A.1. of this Article, if available, for the purpose of this section. If paid Sick Leave per Section A.1. of this Article is not available for all or part of this leave, the leave shall be unpaid.

E. PERSONAL NECESSITY LEAVE

1. Up to eight (8) days of Sick Leave per Section A.1. of this Article per year may be taken for matters of personal necessity.
 - a. Death of a member of the employee's immediate family as defined in Section G.2. of this Article, when additional leave is required beyond that provided in Section G.1. of this Article.
 - b. Serious loss or damage involving the employee's property, or the property of a member of his/her household.
 - c. Appearance in any court or before any administrative tribunal as a litigant, party, or by any order made by a body of competent jurisdiction.
 - d. To attend to school-related matters involving the employee's minor child, when the employee's presence is required (Parental Leave).
 - e. Paternity.

- f. Reasons of personal compelling importance when such requests are not covered by other paid leave provisions contained in this Agreement.
 - g. The specific reason for the leave request shall be stated for each absence request listed above including the specific nature of "personal compelling" reasons.
 - h. An employee may use up to two (2) days of Personal Necessity Leave which shall not require an explanation.
2. Requests for Personal Necessity Leave shall be submitted in writing to the employee's immediate supervisor on the appropriate forms provided by the District at least twenty-four (24) hours in advance, and are subject to approval. No request for Personal Necessity leave shall be granted with less than 24 hours advance notice unless the request is either: (1) submitted under E.1. a, b, or d; or (2) the reason for requesting the leave is approved by the supervisor.
 3. Leave requested for Personal Necessity shall ordinarily be approved, but may be denied for good and sufficient reasons which shall be stated by the immediate supervisor.

F. BEREAVEMENT LEAVE

1. Employees shall be granted paid leave, not to exceed five (5) days, or seven (7) days if travel is required beyond six hundred (600) miles round trip, on account of the death of any member of the employee's immediate family. The District may require proof of the need for bereavement (obituary from newspaper or funeral announcement) and/or the distance to be traveled.
2. For the purpose of this section, immediate family means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; spouse, or domestic partner (as defined in Labor Code Section 233), son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law of the employee; current father-in-law, mother-in-law, or any relative living in the immediate household of the employee.

G. JURY DUTY

1. Employees shall be entitled to as many days of paid leave as are necessary for appearances as a juror before any duly convened court of law. A copy of the jury summons shall be attached to the request for leave. If the employee receives any juror's fees while on leave under this provision, such fees less mileage fees shall be remitted to the District. If no juror's fees are paid, the employee must provide the District court documents to support their jury service.
2. In addition, employees shall be entitled to paid leave for appearance in any court, under subpoena, as a witness. A copy of the subpoena shall be attached to the request for leave. If the employee receives any witness fees, such fees shall be remitted to the District.
3. Employees shall verify the need for appearance as a juror or witness by calling the evening before the appearance is scheduled. If an employee fails to do so and his/her presence is not needed, paid leave will not be granted.
4. Any employee who is granted jury duty leave shall only be required to work that portion of remaining hours which, when added to the number of jury duty hours served, equals his/her regularly assigned work day. Adjustments to an employee's regular work schedule to determine reasonable work time and travel time needed to attend jury service will be discussed and mutually agreed to by the employee and supervisor.
5. Employees who fail to remit juror or witness fees shall have the amount due the District deducted from their pay warrant.

H. EXCUSED ABSENCE WITHOUT LOSS OF PAY

When an employee has exhausted all other appropriate paid leaves, the immediate management supervisor may authorize, on not more than two occasions per year, the absence of an employee with pay for a maximum of two (2) hours for reasons of personal business that require the employee's attention during duty hours.

I. EARLY OUT HOURS

Early out hours will be extended to all 8-hour employees who are on duty on the work day preceding the Thanksgiving, Christmas and New Year's holidays, as

well as the Friday before Easter when those "Early Out" days fall on non-school days. "Early Out" means that 8-hour employees may reduce their normal work day and leave one hour early. This change in schedule need not be reflected on the employee's time card.

J. UNPAID MATERNITY LEAVE

An employee may request unpaid leave of absence for up to twelve (12) months to care for a newborn or newly adopted child, provided that the employee gives written notice to the District of the intent to take such leave not later than thirty (30) days prior to the commencement of the leave and that the employee provides the District with a physician's verification of the birth or adoption of a child at the time of the request for such leave.

K. CHILD REARING LEAVE

An employee may request an unpaid Child Rearing Leave of up to twelve (12) months to care for a child other than a newborn or newly adopted child. A written request to take such leave shall be submitted to the District one (1) month prior to the expected commencement of the leave.

L. LEAVE FOR RETRAINING OR STUDY

Leaves of absence for study or retraining may be granted by the District to any employee, provided such employee has been deemed eligible for such leave under qualifying standards of service which the District may elect to prescribe.

1. Under any circumstances, employees may be eligible for study leave only after completion of three (3) years continuous service within the District and no more than one (1) study leave may be granted during any five (5) year period and no more than one (1) retraining leave may be granted during any three (3) year period.
2. Leaves of absence granted under this provision shall be no more than one (1) year in duration; however, upon approval of the District, leave may be authorized in separate six (6) month periods or in other appropriate periods rather than for a continuous one (1) year period.
3. Any leave of absence authorized under this provision shall not be deemed a break in service for any purposes, except that such leave shall not be

included as service in computing service for the granting of any subsequent leave under this provision nor shall any employee earn vacation pay, sick leave, or any benefits provided under this Agreement.

4. Leaves granted under this provision shall be either with or without pay, at the District's option.

M. OTHER UNPAID LEAVE

1. A leave of absence without pay may be granted to permanent employees for personal or medical reasons.
2. A probationary employee may be granted a leave of absence without pay if the purpose is for medical reasons.
3. For other than medical reasons, initial leaves of absence without pay shall not be granted for more than one (1) year.
4. Leaves of absence without pay under this section may be extended for an additional period of time but shall not exceed a total of two (2) years, except as otherwise provided for by law.

N. REQUESTS FOR UNPAID LEAVES

All requests for leaves of absence without pay shall be submitted on the appropriate District form via the immediate management supervisor and Principal/Department Head to the Human Resources Department for Superintendent consideration according to the following timelines:

1. Full-year leaves and leaves for the fall semester only: By April 1 of the preceding school year.
2. Leaves for the spring semester only: By November 1 preceding.
3. Mid-semester leave requests and leaves of shorter duration: Thirty (30) days in advance, except as otherwise defined in this article.
4. Under extenuating circumstances, the Superintendent may consider waiving the timelines.
5. The employee shall exhaust accrued vacation and compensatory time off before using unpaid leave for any reason except pregnancy disability leave.

O. HEALTH AND WELFARE BENEFIT CONTINUATION WHILE ON UNCOMPENSATED LEAVES

1. Except as provided under Section B.3.h. of this Article, employees on approved uncompensated leaves shall be entitled to maintain their health insurance benefits at their own expense by payment to the District of the total monthly premium amount for all eligible coverages by the due date established by the District.
2. Life insurance coverage will cease under group coverage. The employee can choose to convert group life insurance or opt for portability on the
3. AD&D life insurance at their own expense.

P. Parental Bonding Leave

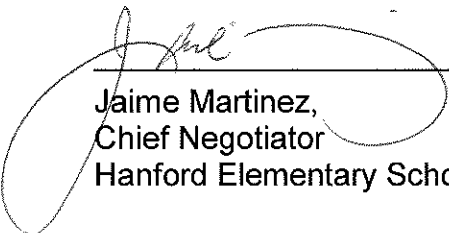
Effective January 1, 2017, to be entitled to up to 12 workweeks of parental bonding leave under this section, unit members must be eligible for child bonding leave under the California Family Rights Act (CFRA) to the extent that he or she must have been employed by the District for at least 12 months, but need not have worked 1,250 hours in the 12 months prior to commencing the leave. Paid leave used under this section shall run concurrently with unpaid CFRA child bonding leave.

1. For purposes of this article, "parental bonding" leave means child bonding or child care leave taken within the first 12 months following the birth of a child of the unit member or the placement of a child in the unit member's household for adoption or foster care.
2. Pursuant to Education Code section 45196.1, when an eligible unit member who has exhausted all paid sick leave, including accumulated sick leave, continues to be absent for purposes of parental bonding under the California Family Rights Act (CFRA; Government Code section 12945.2) he or she may use up to 12 workweeks of Extended Sick Leave with Half Pay under section A.2. of this article concurrently with the unpaid CFRA leave entitlement and Unpaid Family Care Leave as per B.3. Such Extended Leave with Half Pay shall be paid as set forth in Section 2.a.
3. For purposes of this paid parental bonding leave only, all sick leave and accumulated sick leave shall be used and exhausted before Extended Sick Leave with Half Pay under section A.2. of this article may be utilized. The 12 workweeks shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave pursuant to CFRA (Governmental Code Section 12945.2).
4. A unit member shall not be provided more than one 12-week period of paid absence for parental bonding leave in any 12-month period. However, if a school year terminates before the 12-week period is exhausted; the employee may take the balance of the 12-week period in the subsequent school year.

5. If both parents work for the District, the maximum combined leave available to the parents for parental bonding is 12 workweeks.
6. Any parental bonding leave must be requested in writing to the Assistant Superintendent of Human Resources, a minimum of 30 days prior to the date the leave is proposed to commence.

FOR THE DISTRICT:

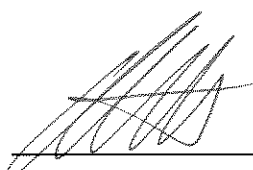
FOR CSEA:



Jaime Martinez,
Chief Negotiator
Hanford Elementary School District

6/24/17

Date



Ron Riso,
Chief Negotiations Chair
CSEA Chapter #344

6/21/2017

Date

Tentative Agreement – September 6, 2017
2017-2018 Negotiations with CSEA

ARTICLE 22: HEALTH AND WELFARE BENEFITS

A. Regular Employees Working Six (6) Hours or More

1. For each Bargaining Unit member employed in a position assigned thirty (30) hours or more per week, excluding extra-/overtime hours, the District shall provide the following health and welfare benefits to the employee and his/her eligible dependents, effective as follows:

- a. **New employees:** On the first day of the month following the first day of active duty.

- b. **Employees in the District whose eligibility results from an increase in hours:**

If the assignment begins in the current school year, on the first day of the month following appointment to and acceptance of the position, regardless of the date the employee actually assumes the duties of his/her new position.

If the assignment begins the next school year, benefits will begin the 1st of the month following the first day of active duty in the new school year.

- c. Provision of the above benefits is contingent upon timely submission of completed enrollment forms by the employee to the Human Resources Department. Participation shall not be available on a retroactive basis if enrollment forms are not submitted prior to the first of the month for which eligibility was determined.

2. **The health and welfare benefits shall include the following:**

- a. **Medical Insurance:**

Preferred Provider Medical Program. The benefits of the plan shall fully conform to specifications presented to and agreed upon by the Union during discussions leading to agreement on this provision.

The Bargaining Unit may select a different medical and/or prescription insurance plan for its members, effective October 1 of each year, unless

a specific year is stipulated, from alternatives available with current plan provider and submitted by the District to CSEA by June 1 of each year, unless a specific year is stipulated, provided the Bargaining Unit has ratified the change and notified the Human Resources Department by the deadline date provided in accordance with the Medical Plan Administrator guidelines. CSEA shall select three (3) plan designs from those available through the plan provider. In addition, the District and CSEA will mutually agree on the fourth plan design from those available through the plan provider. It is specifically agreed that, should CSEA fail to notify the District of a medical and/or prescription drug plan change by such deadline of each year, eligible Bargaining Unit members shall remain covered by their current medical and prescription drug plans as available through the current plan provider. Benefit changes will become effective the first day of any month following the applicable waiting period, as specified in the Plan Administrator guidelines.

b. **Dental Insurance:**

A District Self-Funded Incentive Dental Plan for employees and eligible dependents, featuring a scale of 70 - 100% payment of reasonable and customary fees for covered services. Effective October 1, 2001, the maximum annual benefit for each individual covered by this insurance shall be Two Thousand Dollars (\$2,000).

c. **Vision Insurance:**

A Vision Plan for the employee and eligible dependents, paying for authorized service on the basis of a schedule for eye examination, glass lenses, and frames.

d. **Life Insurance:**

A \$50,000 Basic Life Insurance Plan (plus Accidental Death and Dismemberment Plan) paying on the death of an employee under age 65, from any cause authorized by the plan provider, the amount of \$50,000 to the beneficiary named by the employee. Employees over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established

by the insurance company. Employees who choose to discontinue or terminate life insurance during an approved unpaid leave of absence may be subject to evidence of insurability satisfactory to the Life Insurance Company upon return to active work. ~~During an unpaid leave for any reason, life insurance will be discontinued (per the insurance company).~~ ~~Employees have the option to convert to an individual plan.~~

3. Eligible spouses and dependents who have medical, dental, and/or vision insurance benefits through employment other than the District shall use benefit plans from their employment as primary coverage.
4. Effective October 1, 2016 2017, the maximum annual District contribution toward the total premiums for the above benefits shall be Eleven Thousand ~~Five Hundred and Seven Dollars and Zero~~ Nine Hundred and Fifty Four (\$11,507 \$11,954) per employee.
5. Monthly payroll deductions shall begin with the October (i.e. the first month of the plan year) pay warrant for which total health benefit plan costs exceed the maximum District contribution, and shall be for the difference between the monthly total costs and the monthly maximum District contribution as defined above.

B. Regular Employees Working Three (3) But Less than Six (6) Hours

1. The District agrees to provide the following health and welfare benefits to each Bargaining Unit member employed in a position assigned at least fifteen (15) but less than thirty (30) hours per week, excluding extra-/overtime hours, and for a scheduled work year of nine (9) months of contracted working days or more per fiscal year. Each qualified employee will begin coverage as follows:
 - a. **New employees:** On the first day of the month following the first day of active duty.
 - b. **Employees in the District whose eligibility results from an increase in hours:**
If the assignment begins in the current school year, on the first day of the month following appointment to and acceptance of the position,

regardless of the date the employee actually assumes the duties of his/her new position.

If the assignment begins the next school year, benefits will begin the 1st of the month following the first day of active duty in the new school year.

- c. Provision of the above benefits is contingent upon timely submission of completed enrollment forms by the employee to the Human Resources Department. Participation shall not be available on a retroactive basis if enrollment forms are not submitted prior to the first of the month for which eligibility was determined.

2. The health and welfare benefits shall consist of the following coverage:

a. Dental Insurance:

A District Self-Funded Incentive Dental Plan for employees and eligible dependents, featuring a scale of 70 - 100% payment of reasonable and customary fees for covered services. Effective October 1, 2001, the maximum annual benefit for each individual covered by this insurance shall be Two Thousand Dollars (\$2,000).

b. Vision Insurance:

A Vision Plan for the employee and eligible dependents, paying for authorized service on the basis of a schedule for eye examination, glass lenses, and frames.

c. Life Insurance:

A \$50,000 Basic Life Insurance Plan (plus Accidental Death and Dismemberment Plan) paying on the death of an employee under age 65, from any cause authorized by the plan provider, the amount of \$50,000 to the beneficiary named by the employee. The District contribution to the premium for life insurance benefits shall be 100% of the cost.

Employees over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established by the insurance company. Employees who choose to discontinue or terminate life insurance during an approved unpaid leave of absence may be subject to evidence of

insurability satisfactory to the Life Insurance Company upon return to active work. ~~During an unpaid leave for any reason, life insurance will be discontinued (per the insurance company). Employees have the option to convert to an individual plan.~~

3. Eligible spouses and dependents who have dental and/or vision insurance benefits through employment other than the District shall use benefit plans from their employment as primary coverage.
4. Effective October 1, 2016, the maximum annual District contribution toward the total premiums for the above benefits shall be One Thousand Two Hundred and Ninety-Seven Dollars and Thirty-Two Cents (\$1,297.32). Monthly payroll deductions shall begin with the October (i.e., first month of the plan year) pay warrant for which total health benefit plan costs exceed the maximum District contribution, and shall be for the difference between the monthly total costs and the monthly maximum District contribution as defined above.

C. Retirees

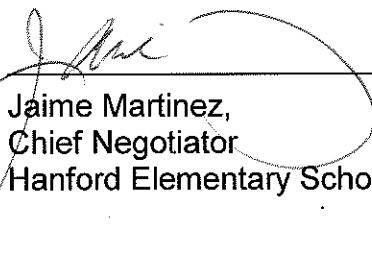
1. Effective July 1, 2007, for retirees under age 65 meeting the following criteria, the District will contribute one hundred percent (100%) of the maximum contribution for active employees toward the premium for the current District plan for medical and dental coverage only for the employee and dependents for a period of ten (10) years or until reaching age sixty-five (65), whichever comes first:
 - a. Thirteen (13) consecutive years of service, the last five (5) years of service must be consecutive; and
 - b. Participating in the District group medical insurance program as in Section A.2.a. above at the time immediately prior to retiring;
 - c. Age fifty-five (55) or older but not older than 64; and
 - d. Sign up for the appropriate plan immediately upon retirement without a break in coverage; and
 - e. Timely payment by retiree of his/her share of the premium as required by the District as a condition to remain eligible for this benefit.

2. Retirees who participated in the District's medical insurance program in accordance with Section 1. above who don't meet the service requirement, or who are 65 or older, will be allowed to continue their medical and dental insurance benefits at no cost to the District. Eligible retirees must pay the full cost of premiums as outlined by the District at the time of election of continuation, and as updated on a periodic basis.
3. Upon attainment of age 65, all retirees and eligible dependents must enroll in Medicare Part B and in Medicare Part A, and pay the required Medicare premium(s), as a condition to continued participation in the District's medical group insurance.

Retirees who participated in the District's \$50,000 Basic Life Insurance Program retiring from the District at age 55 or older, but not older than 64; with at least 13 consecutive years of service may choose to continue to participate in the Basic Life Insurance Program until the attainment of age 65 at no cost to the District. Failure to make timely premium payments shall result in cancellation of insurance coverage.

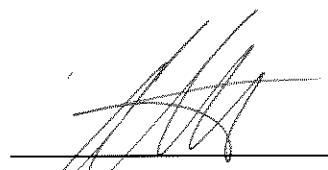
FOR THE DISTRICT:

FOR CSEA:



 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District

9/6/17
 Date



 Ron Riso,
 Chief Negotiations Chair
 CSEA Chapter #344

9/6/2017
 Date

Tentative Agreement – September 6, 2017
2017-2018 Negotiations with CSEA

ARTICLE 23: PAY AND ALLOWANCES

- A. The ~~2015-2016~~ 2016-2017 Classified Salary Schedule shall be increased by ~~four point three four percent (4.34%)~~ two percent (2.0%) and become the ~~2016-2017~~ 2017-2018 Classified Salary Schedule.
- B. All new employees shall be placed on the salary schedule in a uniform manner.
1. All new employees shall be rated in not higher than Step 2. Three (3) years of prior work experience in a similar job classification are required for Step 2 placement. The District with mutual agreement will have flexibility to go beyond Step 2 for hard to fill job classifications.
 2. An employee who is promoted to a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%). This minimum five percent (5%) increase shall be based on what the employee would have earned during the twelve months following the date of the promotion including step advancement, if any, had s/he not been promoted.
- C. **Frequency:** Employees shall be paid once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday or weekend, the paycheck shall be issued on the preceding work day.
- D. **Step Advancement:**
1. Employees' step advancement date shall be July 1 of each year.
 2. New employees shall receive a step increase on July 1 if they were employed effective on or before December 31 of the preceding year.
- E. An employee regularly contracted to work in two (2) separate job classifications in one (1) fiscal year shall be paid for all hours in paid status at the range and step of the classification which is the higher of the two.
- F. **Longevity Pay:** The District shall pay longevity pay for each employee who qualifies as follows:
1. Full-time employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

- a. Fifteen (15) years: One Thousand One Hundred Twenty-Five Dollars (\$1,125)
 - b. Twenty (20) years: Two Thousand Two Hundred Fifty Dollars (\$2,250)
 - c. Thirty (30) years: Three Thousand Three Hundred Seventy-Five Dollars (\$3,375)
- 2. Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service:
 - 3. Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.
- G. **Bilingual Stipend:** Any employee who is required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Said payments shall be paid each month on a one-twelfth (1/12) basis for each twelve (12) month employee, on a one-eleventh (1/11) basis for each eleven (11) month employee, and on a one-tenth (1/10) basis for each ten (10) month employee as part of the employee's regular monthly paycheck. Eligibility for said stipend shall commence on the first of the month following the completion of demonstrated competency. Stipend payment is not to be considered a part of the employee's regular rate of pay.

BILINGUAL STIPEND SCHEDULE

8 hour employee.....	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

- H. **Out of Classification Work:** An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in

the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%).

- I. Upon appropriate written authorization from the employee, the District shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Union and the District.
- J. **On-Call Bus Driver Stipend.** For a limited number of classified employees who work within the District and who serve in classifications other than those positions requiring a School Bus Driver's License Certification, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call Bus Driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of on-call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year.
- K. **LVN Licensure Incentive:** Any Health Care Assistant (or Bilingual Health Care Assistant) who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) licensure shall be entitled to a five percent (5%) incentive increase in his or her hourly rate of pay for all hours worked. The five percent (5%) incentive increase will become effective the first of the month following documentation and receipt of a California L.V.N. license and will remain in effect as long as a valid L.V.N. license is maintained. The employee is responsible to provide annual verification to the District of a current L.V.N. licensure in order to receive the incentive.

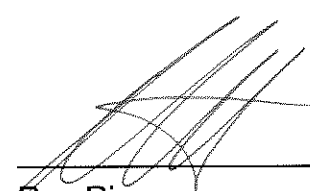
FOR THE DISTRICT:

FOR CSEA:


 Jaime Martinez,
 Chief Negotiator
 Hanford Elementary School District

Date

9/6/17


 Ron Riso,
 Chief Negotiations Chair
 CSEA Chapter #344

Date

9/6/2017

Tentative Agreement – June 2, 2017
2017-2018 Negotiations with CSEA

ARTICLE 26: EFFECT OF AGREEMENT

- A. The duration of this Agreement is July 1, ~~2014~~ 2017 through June 30, ~~2017~~ 2020.
- B. It is the intent of the parties that this Agreement set forth the full and entire understanding of the parties regarding all matters set forth herein, and any prior to existing understanding or agreements by or between the parties, whether formal or informal, regarding any such matters are hereby superseded and terminated in their entirety.
- C. Unless otherwise specifically provided herein, it is agreed and understood that each party hereto voluntarily waives and unqualifiedly relinquishes its rights to meet and negotiate, and agrees that the other party shall not be required to negotiate with respect to any subject or matter covered herein, or with respect to any matter not covered herein, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they met and negotiated this Agreement, and even though any such subject or matter was proposed and later withdrawn.
- D. District and/or Union may re-open negotiations for the ~~2015-2016~~ 2018-2019, and/or ~~2016-2017~~ 2019-2020 school years over Pay and Allowances (Article 23) and/or Health and Welfare Benefits (Article 22), and two additional Articles each.

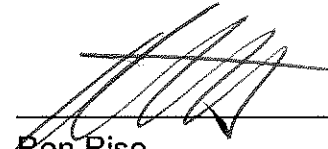
FOR THE DISTRICT:

FOR CSEA:



Jaime Martinez,
Chief Negotiator
Hanford Elementary School District

6/2/17
Date



Ron Riso,
Chief Negotiations Chair
CSEA Chapter #344

6/2/17
Date

**HANFORD ELEMENTARY SCHOOL DISTRICT
2017-2018 CLASSIFIED SALARY SCHEDULE (Interim)**

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month	2,186	2,295	2,410	2,531	2,657
		per Hour	12.61	13.24	13.90	14.60	15.33
2		per Month	2,295	2,410	2,531	2,657	2,790
		per Hour	13.24	13.90	14.60	15.33	16.10
3	Clerk Trainee	per Month	2,410	2,531	2,657	2,790	2,929
		per Hour	13.90	14.60	15.33	16.10	16.90
4		per Month	2,531	2,657	2,790	2,929	3,076
		per Hour	14.60	15.33	16.10	16.90	17.75
5	Clerk Typist I	per Month	2,657	2,790	2,929	3,076	3,230
	Food Service Worker I	per Hour	15.33	16.10	16.90	17.75	18.63
	Instructional Aide						
6	Bilingual Aide	per Month	2,790	2,929	3,076	3,230	3,391
	Bilingual Clerk Typist I	per Hour	16.10	16.90	17.75	18.63	19.56
	Food Service Worker II						
	Alternative Education Program Aide						
	READY Program Tutor						
7	Account Clerk I	per Month	2,929	3,076	3,230	3,391	3,561
	Custodian I	per Hour	16.90	17.75	18.63	19.56	20.54
	Educational Tutor, K-6						
	Groundskeeper I						
	Signing Aide						
	Special Circumstances Aide						
	Special Education Aide						
	Substitute Telephone Clerk						
8	Account Clerk II	per Month	3,076	3,230	3,391	3,561	3,739
	Clerk Typist II	per Hour	17.75	18.63	19.56	20.54	21.57
	Cook/Baker						
	Food Service Utility Worker						
	Media Services Aide						
9	Bilingual Clerk Typist II	per Month	3,230	3,391	3,561	3,739	3,926
	Bilingual Translator/Clerk	per Hour	18.63	19.56	20.54	21.57	22.65
	Custodian II						
	Delivery Worker						
	Groundskeeper II						
	Maintenance Worker I						
10	Bus Driver	per Month	3,391	3,561	3,739	3,926	4,122
	Bus Driver/Service Worker	per Hour	19.56	20.54	21.57	22.65	23.78
	Health Care Assistant						
	Help Desk Technician						
	Secretary						
	READY Site Lead						
11	Bilingual Health Care Assistant	per Month	3,561	3,739	3,926	4,122	4,328
	Dispatcher	per Hour	20.54	21.57	22.65	23.78	24.97
	Irrigation Specialist						
	Licensed Vocational Nurse						
	Lead Custodian						
12	Account Technician I	per Month	3,739	3,926	4,122	4,328	4,545
	Licensed Vocational Nurse (Bilingual)						
	Warehouse/Reprographics & Mail Technician	per Hour	21.57	22.65	23.78	24.97	26.22

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Head Custodian	per Month	3,926	4,122	4,328	4,545	4,772
	Maintenance Worker II	per Hour	22.65	23.78	24.97	26.22	27.53
	Mechanic						
	Parent Liaison Specialist						
	Painter/Maintenance Worker II						
14	Teacher Resource Center Specialist						
	Administrative Secretary I	per Month	4,122	4,328	4,545	4,772	5,010
		per Hour	23.78	24.97	26.22	27.53	28.91
	Account Technician II	per Month	4,328	4,545	4,772	5,010	5,261
	Administrative Secretary II	per Hour	24.97	26.22	27.53	28.91	30.35
15	Child Welfare and Attendance Specialist						
	Computer Maintenance Technician						
	Database Specialist I						
	Account Technician III	per Month	4,545	4,772	5,010	5,261	5,524
	Community Day School Specialist	per Hour	26.22	27.53	28.91	30.35	31.87
16	DSF Work Control Technician						
	Educational Interpreter						
	Student Specialist						
	Bilingual Student Specialist	per Month	4,772	5,010	5,261	5,524	5,800
	Heating, Ventilation & Air Conditioning Specialist	per Hour	27.53	28.91	30.35	31.87	33.46
17	Locksmith						
	Account Technician IV	per Month	5,010	5,261	5,524	5,800	6,090
	Database Specialist II	per Hour	28.91	30.35	31.87	33.46	35.14
	Lead Mechanic (Automotive)						
	Network Engineer						
18	Systems Engineer						
		per Month	5,261	5,524	5,800	6,090	6,395
		per Hour	30.35	31.87	33.46	35.14	36.89
		per Month	5,524	5,800	6,090	6,395	6,714
		per Hour	31.87	33.46	35.14	36.89	38.74

*Monthly rate is based on an 8-hour per day, 12-month employee

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125

20 Years - \$2,250

30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

~~Any **Health Care Assistant** who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) license will be entitled to a five (5%) incentive increase in his or her hourly rate of pay for all hours worked as outlined in Article 23 Pay and Allowances of the CSEA Collective Bargaining Agreement. (Article 23 Section K of the CSEA/HESD CBA Agreement)~~

Professional Growth increments will be awarded as follows:

No. of Semester		No. of Semester	
Increments	Units	Increments	Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

Adopted: XX/XX/17

Effective: 07/01/17

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF
COLLECTIVE BARGAINING AGREEMENT**


The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the **Hanford Elementary School District**, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the **Classified Bargaining Unit**, during the term of the agreement from July 1, 2017 to June 30, 2020.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>234,165</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(234,165)</u>


☐ (No budget revisions necessary)



District Superintendent
(Signature)

9/14/17

Date



Chief Business Officer
(Signature)


9/14/17

Date

CERTIFICATION #2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement" in accordance with the requirements of AB1200 and Government Code Section 3547.5.



District Superintendent (or Designee)
(Signature)

9/14/17

Date

David Endo

Contact Person

559-585-4626

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on September 27, 2017, took action to approve the proposed Agreement with the Classified Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Classified

New Agreement: X

Reopener: _____

The proposed agreement is an agreement that covers the period beginning July 1, 2017 and ending June 30, 2020 and will be acted upon the Governing Board at it meeting on September 27, 2017.

A.(1) Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change			
		Cost Prior to Proposed Agreement	Current Year 2017-2018	Year 2 2018-2019	Year 3 2019-2020
1	Base Salary	\$ 7,870,477	\$ 157,410 2.00%	\$ 157,410 2.00%	\$ 157,410 2.00%
2	Other Compensation	\$ 546,205	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%
3	Total Salary - (Sum of 1 & 2)	\$ 8,416,682	\$ 157,410 1.87%	\$ 157,410 1.87%	\$ 157,410 1.87%
4	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare	\$ 1,974,355	\$ 39,543 2.00%	\$ 43,587 2.21%	\$ 47,837 2.42%
5	Health/Welfare Benefits	\$ 1,444,591	\$ 37,213 2.58%	\$ 49,617 3.43%	\$ 49,617 3.43%
6	Total Benefits - (Total Lines 4 & 5)	\$ 3,418,946	\$ 76,756 2.25%	\$ 93,204 2.73%	\$ 97,454 2.85%
7	Total Compensation (Sum of Lines 3 & 6)	\$ 11,835,628	\$ 234,165 1.98%	\$ 250,613 2.12%	\$ 254,863 2.15%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2)** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

A 2.00% retroactive increase to July 1, 2017 will be made to the first step of the Classified salary schedule for the 2017-2018 school year. The subsequent steps will be increased in accordance with the current structure. The health care cap will be increased by \$447/year pro rated monthly starting October 1, 2017. The agreement also changes the requirement to access retiree health benefits from 13 consecutive year of service to having 13 years of service with the last 5 years being consecutive.

- B. Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

None.

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

There is no contingency language included in the proposed agreement and the on schedule costs are ongoing.

- E. Source of Funding for Proposed Agreement**

1. Current Year

The current year funding will be funded with the unrestricted General Fund surplus.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Ongoing cost will be funded with projected growth in the Local Control Funding Formula.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Future years are funded with the underlying surplus the District is currently experiencing. The assumptions used in the multi-year projection are listed.

- 3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.



District Superintendent
(Signature)

7/14/17

Date

Contact Person: David Endo Telephone No.: 559-585-3626

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

In Accordance with AB3141 (Statutes of 1994, Chapter 650) (G.C. 42142)

Hanford Elementary School District

	(Col. 1) Latest Board Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	Notes (Col. 3)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES					
Revenue Limit Source (8010-8099)	\$ 52,506,891	\$ -	\$ (228,912)	1	\$ 52,277,979
Remaining Revenues (8100-8799)	\$ 10,705,778	\$ -	\$ 1,043,139	2	\$ 11,748,917
TOTAL REVENUES	\$ 63,212,669	\$ -	\$ 814,227		\$ 64,026,896
EXPENDITURES					
1000 Certificated Salaries	\$ 26,502,694	\$ -	\$ 161,650	3	\$ 26,664,344
2000 Classified Salaries	\$ 10,405,592	\$ 157,410	\$ (26,131)		\$ 10,536,871
3000 Employees' Benefits	\$ 15,637,197	\$ 76,756	\$ 30,691	4	\$ 15,744,644
4000 Books and Supplies	\$ 3,941,778	\$ -	\$ 997,665	5	\$ 4,939,443
5000 Services and Operating Exps	\$ 3,587,461	\$ -	\$ 32,176	6	\$ 3,619,637
6000 Capital Outlay	\$ 437,989	\$ -	\$ (6,282)		\$ 431,707
7000 Other	\$ 981,265	\$ -	\$ 318		\$ 981,583
TOTAL EXPENDITURES	\$ 61,493,976	\$ 234,165	\$ 1,190,087		\$ 62,918,228
OPERATING SURPLUS (DEFICIT)	\$ 1,718,693	\$ (234,165)	\$ (375,860)		\$ 1,108,668
OTHER SOURCES AND TRANSFERS IN	\$ -	\$ -	\$ -		\$ -
OTHER USES AND TRANSFERS OUT	\$ (797,181)	\$ -	\$ -		\$ (797,181)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 921,512	\$ (234,165)	\$ (375,860)		\$ 311,487
BEGINNING BALANCE	\$ 9,969,485	\$ -	\$ 48,501	7	\$ 10,017,986
CURRENT YEAR ENDING BALANCE	\$ 10,890,997	\$ (234,165)	\$ (327,359)		\$ 10,329,473
COMPONENTS OF ENDING BALANCE:					
Nonspendable / Restricted	\$ 166,749	\$ -	\$ 491,426		\$ 658,175
Reserved for Economic Uncertainties	\$ 3,700,000	\$ -	\$ 122,925		\$ 3,822,925
Board Designated Amounts	\$ -	\$ -	\$ -		\$ -
Unappropriated Amounts	\$ 7,024,248	\$ (234,165)	\$ (941,709)		\$ 5,848,374

A. Date of governing board approval of budget revisions in Col. 1
8/9/2017

Contact Person: David Endo	Date: 09/07/2017
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- 1 Reduction of average unduplicated percentage from 83.95% to 82.60%
- 2 \$32k special education transfer / \$79k increase in CA Clean Energy funding / \$906k Title I carryover
- 3 Addition of 2 teaching FTE and 1 Social Worker FTE
- 4 Benefits associated with additional positions and \$112k Classified settlement
- 5 \$104k increase to site budgets / \$45k increase to furniture budget / \$906k tablet purchase
- 6 \$45k camera installation
- 7 \$95k budgeting of site general purpose carryover / \$45k increase in furniture budget

Multiyear Projection

Hanford Elementary School District

	17-18	18-19	%	19-20	%	Explanations
REVENUES						
Revenue Limit Source (8010-8099)	\$ 52,277,979	\$ 54,327,891	3.9%	\$ 55,850,153	2.8%	1
Remaining Revenues (8100-8799)	\$ 11,748,917	\$ 9,809,406	-16.5%	\$ 9,809,406	0.0%	2
TOTAL REVENUES	\$ 64,026,896	\$ 64,137,297	0.2%	\$ 65,659,559	2.4%	
EXPENDITURES						
1000 Certificated Salaries	\$ 26,664,344	\$ 27,263,344	2.2%	\$ 27,862,344	2.2%	3
2000 Classified Salaries	\$ 10,536,871	\$ 10,697,871	1.5%	\$ 10,858,871	1.5%	4
3000 Employees' Benefits	\$ 15,744,644	\$ 16,710,485	6.1%	\$ 17,703,782	5.9%	5
4000 Books and Supplies	\$ 4,939,443	\$ 4,033,443	-18.3%	\$ 4,033,443	0.0%	6
5000 Services and Operating Exps	\$ 3,619,637	\$ 3,433,460	-5.1%	\$ 3,433,460	0.0%	7
6000 Capital Outlay	\$ 431,707	\$ 431,707	0.0%	\$ 431,707	0.0%	
7000 Other	\$ 981,583	\$ 981,583	0.0%	\$ 981,583	0.0%	
TOTAL EXPENDITURES	\$ 62,918,228	\$ 63,551,892	1.0%	\$ 65,305,189	2.8%	
OPERATING SURPLUS (DEFICIT)	\$ 1,108,668	\$ 585,405	-47.2%	\$ 354,370	-39.5%	
OTHER SOURCES AND TRANSFERS IN	\$ -	\$ -	0.0%	\$ -	0.0%	
OTHER USES AND TRANSFERS OUT	\$ (797,181)	\$ -	-100.0%	\$ -	0.0%	8
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 311,487	\$ 585,405	87.9%	\$ 354,370	-39.5%	
BEGINNING BALANCE	\$ 10,017,986	\$ 10,329,473	3.1%	\$ 10,914,879	5.7%	
CURRENT-YEAR ENDING BALANCE	\$ 10,329,473	\$ 10,914,879	5.7%	\$ 11,269,248	3.2%	

Explanations:	
1	2.15% COLA and 66.12% gap closure in 18-19 and 2.35% COLA and 64.92% gap closure in 19-20
2	(\$797k) one time mandated cost revenues / (\$236k) CA clean energy revenue / (\$906k) Title I carryover
3	\$599k Certificated step and column
4	\$161k Classified step
5	STRS rate project to increase to 16.28% in 18-19 and 18.13% in 19-20 / PERS rate projected to increase to 18.10% in 18-19 and 20.80% in 19-20
6	(\$906k) removal of one time laptop purchase
7	(\$141k) Educator Effectiveness expenditures / (\$45k) removal of camera installation
8	(\$797k) removal of one time mandated cost transfer

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: September 5, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Consider approval of Consultant Contract with Erin Gruwell of Freedom Writers

PURPOSE: Erin Gruwell is a teacher known for her unique teaching method, which led to the publication of *The Freedom Writers Diary: How a Teacher and 150 Teens Used Writing to Change Themselves and the World Around Them* (1999). The 2007 film *Freedom Writers* is based on her story.

With your approval, Ms. Gruwell will share her experiences with Hanford Elementary School District Teachers on November 29th.

FISCAL IMPACT: \$ 6,000 + expenses**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava



DATE: September 5, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Consultant Contract with Mathematics Specialist, Pam Beck

PURPOSE: To create Mathematics assessments for grades 4-5 (in consult with district math coach and with systematic teacher feedback)

FISCAL IMPACT: \$9,400**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 18, 2017

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM:

Consider approval of waiver renewal to California Dept. of Education to combine school site councils of Community Day School and Martin Luther King School.

PURPOSE:

The small student and teacher population, combined with students' temporary placement at CDS make it difficult to maintain a stable School Site Council. Combining the SSCs from MLK and CDS provides a consistent, stable School Site Council. The joint SSC draws proportional school council representation from both schools.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve waiver renewal to CDE to combine CDS and Martin Luther King school site councils.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 8, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Memorandum of Understanding between Kings County Human Services Agency, Kings County Behavioral Health and the Hanford Elementary School District.

PURPOSE: The purpose of this MOU is to outline the responsibility of funding for the placement of a foster child whose primary residence is within the boundaries of the Hanford Elementary School District. This foster child is served by Kings County Human Services, Kings County Behavioral Health and the Hanford Elementary School District. This agreement spells out the responsibility of each party and their financial obligations to her placement and treatment while place in a residential/mental health/educational placement.

FISCAL IMPACT: \$132.03 a day (This cost is reimbursed to the District)

RECOMMENDATIONS: Approve

MEMORANDUM OF UNDERSTANDING

**Between
Kings County Human Services Agency
and
Kings County Behavioral Health
and
Hanford Elementary School District**

This Memorandum of Understanding (MOU) is made and entered into as of July 14, 2017, by and between Kings County Human Services Agency, hereinafter referred to as “Human Services”, Kings County Behavioral Health, hereinafter referred to as “Behavioral Health”, and Hanford Elementary School District, hereinafter referred to as “District”. The parties have entered into this MOU for the purpose of funding the placement of a Foster Child/Behavioral Health client/District student (DOB 02/15/2003) in a residential/educational placement.

That for, and in consideration of, the agreements hereinafter contained, the above parties mutually agree to the following:

1. Scope of Services.

- a. Human Services staff, Behavioral Health staff, and District or Kings County Special Education Local Plan Area (SELPA) staff will continue to check in with staff at the residential facility to monitor the progress of the placed client/student.
- b. Human Services staff and Behavioral Health staff shall participate as a member of the IEP team for the student.

2. Compensation/Billing.

- a. Human Services shall make payment to Devereux Advanced Behavioral Health for all services.
- b. Human Services shall invoice Behavioral Health and District for the services identified as said agency’s responsibility as noted in item three below.
- c. Behavioral Health and District agrees to pay all invoices within 30 days of receipt.

3. Rate of Service.

The following rates are agreed upon by both parties:

Service	Rate	Agency to pay
Residency	\$241.71 /day	Human Services
Education	\$132.03/day	District
Related Services (Therapy)	\$199.06/day	Behavioral Health
Transport of Client	Max cost - \$13,000	Behavioral Health
Transport of family for Family Counseling Services	Max cost – To be determined at a	Equal split between Human Services, Behavioral Health, and District

	later date	
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4. Effective Date and Duration. This MOU and the scope of services under this MOU will cover all services rendered as of July 16, 2017, and shall remain in effect until June 30, 2018, or removal of the client/student from the current Residential Treatment Facility.
5. Termination of MOU. Termination of this MOU shall be effective at 11:59 p.m., Pacific Standard Time on the date for termination as stated above or on the date when the client/student is removed from the Residential Treatment Facility (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 Termination Date. Human Services shall be paid for all services satisfactorily completed at the rates stated above and not previously paid through payments prior to the Termination Date.
6. 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.
7. California Law and Venue. It is agreed this MOU shall be governed by the laws of the State of California. This MOU is made, executed, and performed in the County of Kings. Any dispute between the parties shall be heard in the County of Kings.
8. Indemnification.
 - a. Each party agrees to defend, hold harmless, and indemnify the other party (and the other party's elected officials, 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 employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its 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 officers, employees, trustees, or agents) is 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 negligence or willful misconduct of the other party, its officers, employees, trustees, or agents.

- d. As Behavioral Health and Human Services are a department and an agency, respectively, within the County of Kings, they shall have no obligation to indemnify the other.
 - e. These indemnification obligations shall survive the expiration and/or termination of this MOU.
9. Confidentiality. Services provided to this client/student are confidential in nature. All information obtained by Human Services, Behavioral Health, or the District shall not be shared except as authorized by law. Human Services, Behavioral Health, and District and their 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 maintained by District are confidential as provided for by the California Education Code and the Federal Educational Rights and Privacy Act. Behavioral Health and Human Services agree to have all of their employees abide by these confidentiality laws regarding student records.
10. Third Party Rights. Nothing in this MOU shall be construed to give any rights or benefits to anyone other than Human Services, Behavioral Health, and District.
11. Integration. This MOU represents the entire understanding of Human Services, Behavioral Health, and District 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.
12. 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.
13. 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.
14. Notice. Any notice required to be given pursuant to the terms and provisions herein shall be in writing and shall be sent by first class mail to the following:

Kings County Human Services Agency
 1400 W. Lacey Blvd.
 Hanford, CA. 93230

And

Kings County Behavioral Health

460 Kings County Drive Suite 101
Hanford, CA. 93230

And

Hanford Elementary School District
P.O. Box 1067
Hanford, CA. 93232

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery or facsimile transmission with confirmation retained, on the date of such delivery or transmission; (b) in the case of nationally recognized overnight courier, on the next business day after the date sent, or (c) in the case of mailing, on the third business day following posting.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their duly authorized representatives as of the date above written. The representatives agree for itself, its employees, officers, partners, and successors, to be fully bound by all terms and conditions of this MOU.

KINGS COUNTY HUMAN SERVICES AGENCY

Wendy Osikafo, Assistant Director
Kings County Human Services Agency

DATE

KINGS COUNTY BEHAVIORAL HEALTH

Mary Anne Ford-Sherman, Director
Kings County Behavioral Health

DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

Karen McConnell, Assistant Superintendent
Hanford Elementary School District

DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 13, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Memorandum of Understanding -California Health Kids Survey

PURPOSE: California Health Kids Survey (CHKS) assesses key school climate, student social-emotional health and behavioral factors that research has linked to academic performance, including test-score improvement, and positive youth development and overall student well-being. The CHKS will provide the District with needs-assessment data that will be valuable source for the evaluation of the LCAP. The CHKS is given at grades 5 and 7.

FISCAL IMPACT: \$1,100.00**RECOMMENDATIONS:** Approve



MEMORANDUM OF UNDERSTANDING • 2017/18 SCHOOL YEAR

DISTRICT NAME: Hanford Elementary

This agreement outlines conditions to be met by the above named district (the “District”) and WestEd as they relate to access to and the administration of the California Healthy Kids Survey, the California School Staff Survey, and the California School Parent Survey, which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education. **Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.**

I. DISTRICT AGREES TO:

- **Read the Guidebook.** Pay special attention to the section on active and passive consent procedures.
- **Coordination.** Provide one district-level contact person for each participating district.
- **Surveys.** Use only the current version of the surveys provided by your CalSCHLS Regional Center.

SURVEY ADMINISTRATION (CHKS)

- **Grades and Schools.** Survey grades 3 through 12 as appropriate within the district. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with grade seven and above.
 - Follow written school board policy for active and/or passive consent, and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Surveys.** Administer the elementary survey to elementary students, and the secondary Core survey to secondary students.
- **Proctors.** Assign survey proctors (teachers or assigned proctors) for each classroom.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers and proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.
- **Data Submission and Report Preparation.** Notify Cal-SCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.
- **Printed Survey Administration.** Provide complete information on the transmittal envelopes if administering the survey via scantron form.
- **Produce surveys.** If administering paper-and-pencil survey, reproduce from the master copy no more than the number of questionnaires needed to administer the survey.

- Submit completed answer sheets and materials to your Regional Center.
- CalSCHLS is not responsible for transferring data from incorrect to correct answer sheets.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS)

- Ensure that applicable staff complete the online California School Staff Survey (CSSS) at each school and for each grade level.
- The CSSS should be offered to all teachers, administrators, and other certificated staff, including paraprofessionals and aides, and to all personnel working in the areas of counseling, health, prevention, and safety.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS)

- Coordinate with Cal-SCHLS staff regarding the administration of online and paper parent survey materials.
- Administer the CSPS to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one CSPS per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2017-2018 school year.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system or master copies of the survey instrument with scantrons and materials.
- Access to the CSSS online system.
- Access to the CSPS online system and master copy of the survey instrument.
- Access to the CalSCHLS System website (chks.wested.org).
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the California Public Records Act, any third party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

Cal-SCHLS Regional Center staff post Cal-SCHLS reports (CHKS and CSSS) to the Cal-SCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPA), understand that data will be subject to the conditions stated above. Once produced, district level reports will be available to outside agencies via the CalSCHLS website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect. Upon expiration or termination of this MOU, District agrees to return all CalSCHLS materials to WestEd or CDE.

V. GENERAL TERMS AND CONDITIONS

Terms. This MOU is effective on September 1, 2017 and expires on August 31, 2018.

Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.

Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

Dispute resolution. District and WestEd shall exercise their respective best efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The Parties shall discuss any Dispute no later than fifteen (15) days after either Party gives written notice to the other Party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the Parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the Parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the Parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.

Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.

Execution. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

District

Survey Administration Fees 2017-2018

All Fees Based on CDE Subsidized Rate

Questions? Call our toll-free Cal-SCHLS Helpline at (888) 841.7536

CHKS	
Survey fee*	\$0.40 per student enrolled; \$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
District report	No additional cost
School reports	\$75 each
Ethnicity report	\$200 for district middle, \$200 for district high
School ethnicity report	\$100 each
District climate report card	\$250, free if all eligible schools ordered
School climate report card	\$100 each, comprehensive middle/high schools only
District raw data	\$75 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSSS	
Survey fee*	\$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
District report	No additional cost
School reports	\$75 each
District raw data	\$75 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSPS	
Survey fee	\$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
Paper processing fee	\$0.40 per paper copy returned for processing
District report	No additional cost
School reports	\$75 each
District raw data	\$75 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

* If you are a district surveying less than 100 students please contact your regional center for specific survey costs.

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District: Hanford Elementary School
District

WestEd:

Signature

Printed name

Doug Carlton

Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 15, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Memorandum of Understanding (MOU) between Kings View Counseling Services and Hanford Elementary School District

PURPOSE: This Memorandum of Understanding between Kings View Counseling Services and the Hanford Elementary School District is for the purpose of providing mental health counseling services to students who meet the Department of Mental Health guidelines for medical necessity in order to receive services. These services are often generated by a referral from a medical professional, mental health professional or through a school based referral and treatment is agreed to by parents.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve



**AGREEMENT BETWEEN
KINGS VIEW COUNSELING SERVICES FOR KINGS COUNTY
And
HANFORD ELEMENTARY SCHOOL DISTRICT**

THIS AGREEMENT made and entered into as of August 1, 2017, by and between Kings View Counseling Services for Kings County, hereinafter referred to as "KINGS VIEW", and "HANFORD ELEMENTARY SCHOOL DISTRICT", mutually agree to enter into the following:

That for, and in consideration of, the agreements hereinafter contained, the above parties mutually agree to the following stipulations:

1. Students must meet the Department of Mental Health guidelines for medical necessity in order to receive services. See attachment A.
2. Services shall be defined as the mental health assessment, and/or screening and/or, individual and/or group therapy and/or rehabilitative and/or case management of students referred by school counselors, administration, teachers, and other school staff members. The exact nature of the service will be based on assessed clinical need and a determination by KINGS VIEW of the most cost-effective means of providing that service.
3. Individual students requiring specialized clinical services which cannot be provided at the school site shall be referred to outside appropriate resources including, but not limited to, KINGS VIEW. The interchange of information, and consultation with members of the school staff, teachers, and administration will occur with the written authorization from the parent, legal guardian, or the consumer where it is determined that a consumer may consent for their own treatment.
4. The cost of counseling services provided at the school site will be covered by Medi-Cal where appropriate and by the consumer's parents or responsible party following all KINGS VIEW fee policies. (Fees are computed based upon the Uniform Method of Determining Ability to Pay (UMDAP) that takes into account the parents or responsible party income and operates on a sliding scale.)
5. Once a child is identified as potentially able to benefit from mental health services the child's family will be directed to Kings View's Hanford clinic in order to facilitate opening of the case. In addition to the initial mental health assessment, this process will include completing the financial review, collection of demographic data, and signature of the following documents: Consent for the Treatment of a Minor, receipt for Notice of Privacy Practices, Plan of Care, and other relevant documents.
6. The District shall provide an appropriate confidential space at each identified school site, i.e., an empty classroom, to ensure confidentiality, desk, and access to a phone. A confidential space is defined as a secure area in which treatment staff and consumer can meet with the reasonable expectation that they will not be interrupted.

The size of the space must minimally accommodate six individuals. This will allow for both individual and group services to be offered by the KINGS VIEW clinical staff member.

7. HANFORD ELEMENTARY SCHOOL DISTRICT shall also provide an active internet connection.
8. KINGS VIEW reserves the right to identify the school site where services may be provided. If school based services are suspended, KINGS VIEW will continue services or offer to continue services at our nearest clinic.
9. It shall be understood that discussions between students and the representatives of KINGS VIEW will be held in confidence in accordance with State and Federal legislation. Feedback on referrals shall be provided (to those referral sources) that students have or have not been seen, have been referred to outside resources, or no longer need to be seen as long as a release has been signed.
10. HANFORD ELEMENTARY SCHOOL DISTRICT will need to prioritize the referrals.
11. HANFORD ELEMENTARY SCHOOL DISTRICT shall provide direct access for KINGS VIEW to academic and discipline files, including the Cumulative File. The exchange of information between representatives of HANFORD ELEMENTARY SCHOOL DISTRICT and KINGS VIEW shall be carried out in a manner congruent with ethical and legal guidelines.
12. Professional liability insurance for the representatives of KINGS VIEW shall be provided by KINGS VIEW.
13. If HANFORD ELEMENTARY SCHOOL DISTRICT requires the KINGS VIEW employee follow the California Education Code Sections 33 192 and 45125.1 requirements, HANFORD ELEMENTARY SCHOOL DISTRICT will provide the appropriate forms.
14. If either party can no longer meet its agreed upon stipulations, as stated in the MOU, HANFORD ELEMENTARY SCHOOL DISTRICT and KINGS VIEW will discuss, review, and if possible, adjust the MOU.
15. Independent Contractor Status: KINGS VIEW and any and all agents, officers, and employees of KINGS VIEW shall perform the services required hereunder as independent contractors, and not as officers, agents, or employees of HANFORD ELEMENTARY SCHOOL DISTRICT. In the performance of such services, KINGS VIEW agrees to exercise discretion and independent judgment to the best of its ability. Payments to KINGS VIEW under this Agreement shall be reported to State and Federal tax authorities. HANFORD ELEMENTARY SCHOOL DISTRICT shall not withhold any sums payable to KINGS VIEW on account of tax liability, and KINGS VIEW is independently responsible for payment of all applicable employment related taxes.

16. That the terms of this Agreement shall continue up to June 30, 2018. However, either party may terminate this Agreement by giving the other party at least thirty (30) days written notice.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date above written.

BY: 
RICHARD SMITH, CLINICAL DIRECTOR
KINGS VIEW COUNSELING SERVICES FOR KINGS COUNTY

DATE: 8/21/17

BY: _____
JOY C. GABLER, SUPERINTENDENT
HANFORD ELEMENTARY SCHOOL DISTRICT

DATE: _____

Medical Necessity for Specialty Mental Health Services that are the Responsibility of Mental Health Plans

Must have *all*, A, B and C:

A. Diagnoses

Must have one of the following DSM IV diagnoses, which will be the focus of the intervention being provided:

Included Diagnosis:

- Pervasive Development Disorders, except Autistic Disorder which is excluded.
- Attention Deficit and Disruptive Behavior Disorders
- Feeding & Eating Disorders of Infancy or Early Childhood
- Elimination Disorders
- Other Disorders of Infancy, Childhood or Adolescence
- Schizophrenia & Other Psychotic Disorder
- Mood Disorders
- Anxiety Disorders
- Somatoform Disorders
- Factitious Disorders
- Dissociative Disorders
- Paraphilias
- Gender Identify Disorders
- Eating Disorders
- Impulse-Control Disorders Not Elsewhere Classified
- Adjustment Disorders
- Personality Disorders, excluding Antisocial Personality Disorder
- Medication-Induced Movement Disorders (related to other Included diagnoses).

Excluded Diagnosis:

- Mental Retardation
- Learning Disorder
- Motor Skills Disorder
- Communications Disorders
- Autistic Disorder, Other Pervasive Developmental Disorders are included.
- Tic Disorders
- Delirium, Dementia, and Amnestic and Other Cognitive Disorders
- Mental Disorders Due to a General Medical Condition
- Substance-Related Disorders
- Sexual Dysfunctions
- Sleep Disorders
- Antisocial Personality Disorder
- Other Conditions that may be a focus of clinical attention, except Medication induced Movement Disorders which are included.

B. Impairment Criteria

Must have *one* of the following as a result of the mental disorder(s) identified in the diagnostic ("A") criteria; Must have *one*, 1, 2 or 3:

- 1 A significant impairment in an important area of life functioning, *or*
- 2 A probability of significant deterioration in an important area of life functioning, *or*
- 3 Children also qualify if there is a probability the child will not progress developmentally as individually appropriate.

Children covered under EPSDT qualify if they have a mental disorder which can be corrected or ameliorated (current DHS EPSDT regulations also apply).

A beneficiary may receive services for an included diagnosis when an excluded diagnosis is also present.

C. Intervention Related Criteria

Must have *all*, 1, 2 and 3 below:

- 1 The focus of proposed intervention is to address the condition identified in impairment criteria "B" above *and*
- 2 It is expected the beneficiary will benefit from the proposed intervention by significantly diminishing the impairment, or preventing significant deterioration in an important area of life functioning, and/or for children it is probable the child will progress developmentally as individually appropriate (or if covered by EPSDT can be corrected or ameliorated), *and*
- 3 The condition would not be responsive to physical health care based treatment.

EPSDT beneficiaries with an included diagnosis and a substance related disorder may receive specialty mental health services directed at the substance use component. The intervention must be consistent with, and necessary to the attainment of, the specialty MH treatment goals.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 14, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Health Care And Emergencies

BP 5141
Students

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

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

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

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

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

District staff shall appropriately report and document student accidents.

Resuscitation "Do Not Resuscitate" Orders

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

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

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

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

49417 Automated external ~~defibrillators~~defibrillators

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CIVIL CODE

1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE

6550-6552 Caregivers

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillators, immunity from civil liability

1797.200 Emergency medical services agency

1799.102_ Personal liability immunity

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

CODE OF REGULATIONS, TITLE 22

100031-~~10043~~100042 Automated external defibrillators

Management Resources:

WEB SITES

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

Hanford ESD

Administrative Regulation

Health Care And Emergencies

AR 5141
Students

Emergency Contact Information

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

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

(cf. 5021 - Noncustodial Parents)

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

~~(cf. 5142 - Safety)~~

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

Notification/Consent for Medical Treatment

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

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

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

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

(cf. 5111.1 - District Residency)

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

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 14, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Policy

Procedural Safeguards And Complaints For Special Education

BP 6159.1

Instruction

~~Procedural Safeguards/Due Process Hearings~~

~~In order~~

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

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

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

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

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

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

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

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

~~Complaints~~

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

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

56000 Education for individuals with disabilities

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

Management Resources:

FEDERAL REGISTER

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

WEB SITES

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

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

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

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

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

revised: September 13, 2017

Hanford ESD

Administrative Regulation

Procedural Safeguards And Complaints For Special Education

AR 6159.1

Instruction

Prior Written Notice

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

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

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

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

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

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

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

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

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

(cf. 5145.6 - Parental Notifications)

Procedural Safeguards Notice

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

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

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

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

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

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

1. Independent educational evaluation

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

2. Prior written notice

~~3. Parental consent~~

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

4. Access to educational records

(cf. 5125 - Student Records)

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

6. The availability of mediation

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

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

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

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

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

11. State-level appeals

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

13. Attorney's fees

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

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

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

Format of Parent/Guardian Notices

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

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

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

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

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

Due Process Complaints-

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (20 USC 1415(b); Education Code 56501)

1. There is a proposal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
3. The parent/guardian refuses to consent to an assessment of his/her child.
4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.148 ~~(formerly 300.403).~~

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (20 USC 1415(b); 34 CFR 300.508; Education Code 56502)

1. The student's name
 2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student-
- (cf. 6173 - Education for Homeless Children)
3. The name of the school the student attends
 4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem
 5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)

District's Response to Due Process Complaints

If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(c)(1); 34 CFR 300.508)

If the district has not sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint specifying containing: (20 USC 1415(c)(1); 34 CFR 300.508):

1. An explanation of why the district proposed or refused to take the action raised in the complaint
2. A description of other options that the IEP team considered and the reasons that those options were rejected

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

3. A description of each evaluation procedure, assessment, record, or report the district used as the basis for the proposed or refused action

4. A description of the factors that are relevant to the district's proposal or refusal

~~If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt, send a response specifically addressing the issues in the complaint. (20 USC 1415(e)(1); 34 CFR 300.508)~~

~~Parties filing a due process complaint shall file their request with the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)~~

Upon the filing of a due process complaint by either party or upon request of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

Informal Process/Pre-Hearing Mediation Conference

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, ~~or~~ education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s). In addition, either party may file a request with the Superintendent of Public Instruction for a mediation conference to be conducted by a person under contract with the California Department of Education. (Education Code 56502)

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~approved: — April 21, 2004 Hanford, California~~
~~revised: — May 26, 2005~~
~~revised: — September 5, 2007(3/05 11/06) 3/09~~
revised: — September 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 14, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2017

ITEM: Approve recommendation that this Administrative Regulation 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School be added to the policy

PURPOSE: The following Administrative Regulation clarifies the process by which the District works with parentally enrolled students attending private schools, the funding mechanisms, the responsibility for child find, the assessment process and FAPE.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Children With Disabilities Enrolled By Their Parents In Private School

AR 6164.41

Instruction

Definitions

Parentally placed private school children with disabilities means children with disabilities who are voluntarily enrolled by their parents/guardians in a private school or facility within district boundaries, including children who are attending a private school or facility within district boundaries but who reside in another district or state. (34 CFR 300.130, 300.131)

Private school or facility means a private full-time day school, including a religious school, located within district boundaries, that has filed an affidavit with the California Department of Education pursuant to Education Code 33190 and is registered in the California Private School Directory.

Consultation with Private School Representatives

The Superintendent or designee shall consult with all private school representatives and representatives of parents/guardians of parentally placed private school children with disabilities during the design and development of equitable services for the children. In order to ensure a meaningful and timely consultation, the consultation shall include: (20 USC 1412(a)(3); 34 CFR 300.134; Education Code 56301)

1. The child find process and how parentally placed private school children suspected of having a disability can participate equitably
2. How parents/guardians, teachers, and private school officials will be informed of the child find process
3. The determination of the proportionate share of federal funds available to serve parentally placed private school children with disabilities and how this share is calculated
4. How the consultation process will operate throughout the school year to ensure that identified children can meaningfully participate in equitable services
5. How, where, and by whom equitable services will be provided including a discussion about the types of services, alternate service delivery mechanisms, how services will be apportioned if funds are insufficient to serve all of the identified children, and how and when those decisions will be made
6. In the event that the district and private school disagree on the provision of or the types of

services, how the district will provide the private school officials with a written explanation of the reasons that the district chose to not provide the services

When meaningful and timely consultation has occurred, the district shall obtain a written affirmation signed by the representatives of participating private schools. If the private school representatives do not provide the affirmation within a reasonable period of time, the district shall forward documentation of the consultation process to the California Department of Education. (34 CFR 300.135; Education Code 56172)

After the consultation has occurred, the district shall ensure an annual count of the number of parentally placed children with disabilities attending private schools located within the district. This count shall be conducted between October 1 and December 1 each year and shall be used to determine the amount the district must spend on providing equitable services to the children in the subsequent fiscal year. (34 CFR 300.133)

Provision of Services

A child with a disability parentally placed in a private school has no individual right to receive some or all of the special education and related services that he/she would receive if enrolled in public school. Such a child may receive a different amount of services than students with disabilities in public schools. (34 CFR 300.137, 300.138)

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

The district shall evaluate all identified parentally placed private school children with disabilities for purposes of considering them for equitable services. This evaluation shall be conducted in accordance with the timelines and procedures for evaluating public school students with disabilities pursuant to 34 CFR 300.300-300.311, including providing the parent/guardian with a copy of the procedural safeguards notice. (34 CFR 300.131, 300.504)

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

In order to ensure that each child entitled to special education and related services from the district receives an offer of a free appropriate public education (FAPE), the district where the child resides shall develop an individualized education program (IEP) for each identified child who attends a private school located in the district and who resides in the district.

However, the district shall not develop an IEP if the parent/guardian makes clear his/her intention to keep the child enrolled in private school. In such situations, the district shall obtain written certification confirming the parent/guardian's intention to keep his/her child enrolled in private school, including the fact that he/she is not interested in the development of an IEP or the district's offer of FAPE. If the parent/guardian does not provide confirmation in writing, the district shall obtain oral confirmation of the parent/guardian's intention and confirm the conversation in writing.

If the child resides in a different district, then this district and the district of residence shall work

together to ensure that the parent/guardian receives an offer of FAPE in accordance with law.

The district shall develop and implement an individual service plan (ISP) for each identified private school child with a disability that describes the equitable services that the district will provide, as agreed to by the district and private school representatives during the consultation process. (34 CFR 300.138)

The ISP shall be developed, reviewed, and revised consistent with 34 CFR 300.121-300.324. A representative of the private school shall be invited to attend each ISP team meeting. If the representative cannot attend the meeting, the district shall use other methods to ensure the representative's participation, including individual or conference calls. (34 CFR 300.137, 300.138)

(cf. 6159 - Individualized Education Program)

The district may provide services on the private school premises, including a religious school, to the extent consistent with law. The services shall be provided by personnel meeting the same standards as personnel providing services in the public school. The personnel shall either be district employees or contractors of the district. (34 CFR 300.138, 300.139)

The district shall offer transportation to the child if services are provided on a site other than the child's school and the ISP team determines that transportation is necessary for the child to benefit from or participate in the services provided in the ISP. Depending on the timing of the services, the district shall provide transportation from the child's school or home to the service site and from the service site to the child's school or home. (34 CFR 300.139)

The district may place equipment and supplies in a private school for the period of time necessary to provide the services pursuant to the ISP. All such equipment shall remain the property of the district and must be able to be removed without causing damage to the private school. The district shall remove the equipment when no longer required by the child, when the child no longer attends the private school, or when removal is necessary to prevent unauthorized use. (34 CFR 300.144)

reviewed: September 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider adoption of the following Board Policy and Administrative Regulation:
BP/AR 3270 – Sale and Disposal Of Books, Equipment And Supplies

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

Hanford ESD

Board Policy

Sale And Disposal Of Books, Equipment And Supplies

BP 3270

Business and Noninstructional Operations

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

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

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

(cf. 9323.2 - Actions by the Board)

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

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

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

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

3. Are damaged beyond use or repair

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

~~(cf. 6011—Academic Standards)~~

(cf. 6143 - Courses of Study)

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

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

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

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

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

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

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

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

~~UNITED STATES CODE, TITLE 40~~

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 234

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 13, 2016

revised:

Hanford ESD

Administrative Regulation

Sale And Disposal Of Books, Equipment And Supplies

AR 3270

Business and Noninstructional Operations

Instructional Materials

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

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

(cf. 0440 - District Technology Plan)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

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

(cf. 9323 - Meeting Conduct)

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

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

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

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

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

(cf. 3230 - Federal Grant Funds)

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

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

Other Personal Property

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

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

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

(cf. 3311 - Bids)

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

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

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

(cf. 9323.2 - Actions by the Board)

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

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

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

(cf. 3100 - Budget)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: January 15, 1997 Hanford, California

revised: May 16, 2001

revised: April 13, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider adoption of the following Administrative Regulation:

AR 3440 – Inventories

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the following Administrative Regulation:

AR 3440 – Inventories

Hanford ESD

Administrative Regulation

Inventories

AR 3440

Business and Noninstructional Operations

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

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

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

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3512 - Equipment)

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

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

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

5. ~~Acquisition date~~

6. ~~Location of use~~

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

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

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

1. Source of the property (funding source)

~~2. Use and condition of property~~

2. Titleholder

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

4. Use and condition of property

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

(cf. 3230 - Federal Grant Funds)

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

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

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

(cf. 3580 - District Records)

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

Physical Inventory

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

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

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

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

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

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

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

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

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

CODE OF FEDERAL REGULATIONS, TITLE ~~234~~

200.0-200.521 Federal uniform grant guidance

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~OFFICE OF MANAGEMENT AND BUDGET~~

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

Regulation HANFORD ELEMENTRY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider adoption of the following Administrative Regulation:
 AR 3460 – Financial Reports and Accountability

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the following Administrative Regulation:
 AR 3460 – Financial Reports and Accountability

Hanford ESD

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Interim Reports

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

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

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

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

(cf. 3110 - Transfer of Funds)

Audit Report

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

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

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

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

(cf. 5117 - Interdistrict Attendance)

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

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

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

Fund Balance

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

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

Negative Balance Report

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

Non-Voter-Approved Debt Report

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

(cf. 7214 - General Obligation Bonds)

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

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

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

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

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

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

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

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

Workers' Compensation Claims Report

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 11, 2013

revised: November 18, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider adoption the following Administrative Regulation:
AR 3512 – Equipment

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the following Administrative Regulation:
AR 3512 – Equipment

Hanford ESD

Administrative Regulation

Equipment

AR 3512

Business and Noninstructional Operations

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

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

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

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

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

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

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

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

(cf. 3440 - Inventories)

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

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

Equipment Acquired with Federal Funds

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

~~(cf. 3230 - Federal Grant Funds)~~

(cf. 3300 - Expenditures and Purchases)

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

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

(cf. 3530 - Risk Management/Insurance)

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

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

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

Legal Reference:
EDUCATION CODE

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Accounting Manual

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 13, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**
FROM: **Jill Rubalcava**
DATE: **September 18, 2017**



FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 27, 2017**

ITEM: E 5145.6 Parental Notifications-CSBA Recommended Revisions

PURPOSE: Information regarding E 5145.6 Parental Notifications-CSBA Recommended Revisions

FISCAL IMPACT: none

RECOMMENDATIONS: Approval

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

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

I. Annually

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 3514.2

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

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

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

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 5145.8

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

When to Notify: Beginning of each school year

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

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

Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

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

Education or Other Legal Code: Education Code 48980, 46014

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

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

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

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

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 6183

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

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: School~~Consent to school~~ immunization program

When to Notify: Beginning of each school year

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

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

When to Notify: Upon registration in K-6, if students have not previously been transported
 Education or Other Legal Code: Education Code 39831.5
 Board Policy/Administrative Regulation #: See AR 3543
 Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

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

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

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement
 Education or Other Legal Code: Education Code 48980, 51225.3
 Board Policy/Administrative Regulation #: See AR 6146.1
 Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

~~When to Notify: Beginning of each school year, for high school students~~
~~Education or Other Legal Code: Education Code 48980, 52244~~
~~Board Policy/Administrative Regulation #: See AR 6141.5~~
~~Subject: Availability of state funds to cover costs of advanced placement exam fees~~

~~When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district~~
~~Education Code 48980, 60850~~
~~Board Policy/Administrative Regulation #: See AR 6162.52~~
~~Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation~~

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

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

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

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

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

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

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

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

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

Board Policy/Administrative Regulation #: See AR 5125.1

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

III. When Special Circumstances Occur

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

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

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

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

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

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

Board Policy/Administrative Regulation #: See AR 6174

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

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

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

Board Policy/Administrative Regulation #: See AR 6174

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

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

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

Board Policy/Administrative Regulation #: See AR 6174

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

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

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

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

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

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

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

Education or Other Legal Code: Education Code 35182.5-

Board Policy/Administrative Regulation #: BP 3112-

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

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

Education or Other Legal Code: Education Code 48213

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

Subject: Student has been excluded from school

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

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

Board Policy/Administrative Regulation #: See AR 5141.31

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

When to Notify: When a student is classified a truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

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

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

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

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

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

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

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

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

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

Board Policy/Administrative Regulation #: See AR 5118

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

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

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 618461884-

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

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

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

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1–

Subject: Basis for the placement recommendation

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

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

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

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

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

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

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

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

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

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

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

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

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

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

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

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

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

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

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

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

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

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

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

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

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

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

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

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

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125–

Subject: Opportunity for input on proposed program

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

Education or Other Legal Code: Education Code 49073.6–

Board Policy/Administrative Regulation #: AR 5125

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

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

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

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

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

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

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

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

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

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

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

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

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

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

Education or Other Legal Code: Educational Code 51225.1

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

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

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

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

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

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

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

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

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

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

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

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

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

Subject: Parent advisory council membership composition

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

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

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

Education or Other Legal Code: _Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

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

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

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

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

information, right to examine, right to refuse to share

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

Education or Other Legal Code: Penal Code 626.81

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

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

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

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

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

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3-

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

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

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

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

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

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who ~~doesis~~ not meet state certification requirements for the grade level/subject taught ~~"highly qualified"~~

Education or Other Legal Code: 20 USC ~~6312~~ 6314

Board Policy/Administrative Regulation #: See AR 4112. ~~224~~

Subject: Timely notice to parent/guardian of child's assignment

~~When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents/guardians of English learners~~

~~Education or Other Legal Code: 20 USC 6312~~

~~Board Policy/Administrative Regulation #: See AR 0520.2~~

~~Subject: Notice of failure to make adequate yearly progress~~

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

~~When to Notify: When school identified for program improvement or corrective action~~

~~Education or Other Legal Code: 20 USC 6316~~

~~Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1~~

~~Subject Explanation of identification, reasons, how problem will be addressed, how parents/guardians can become involved, transfer option, availability of supplemental services~~

~~When to Notify: When district identified for program improvement~~

~~Education or Other Legal Code: 20 USC 6316~~

~~Board Policy/Administrative Regulation #: See AR 0520.3~~

~~Subject: Explanation of status, reasons for identification, how parents/guardians can participate in upgrading district~~

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC ~~6316~~6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

~~When to Notify: For districts receiving Title III funds, within 30 days of the release of state Title III accountability report~~

~~Education or Other Legal Code: 20 USC 7012~~

~~Board Policy/Administrative Regulation #: See AR 6174~~

~~Subject: Notification of any failure to make progress on state's annual measurable achievement objectives for English learners~~

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

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

Board Policy/Administrative Regulation #: See AR 3553

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

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

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

Board Policy/Administrative Regulation #: See AR 6173

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

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

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program
Education or Other Legal Code: USDA FNS Instruction 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation
 Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503
 Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4
 Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Education or Other Legal Code: Education Code 56321
 Board Policy/Administrative Regulation #: See AR 6159-
 Subject: Notification and consent-

When to Notify: 24 hours before IEP when district intending to record
 Education or Other Legal Code: Education Code 56341.1
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
 Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

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

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

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

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When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415-(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement

Education or Other Legal Code: 20 USC 1415-(k); 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2–

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504

Education or Other Legal Code: 34 CFR 104.32, 104.36

Board Policy/Administrative Regulation #: See AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

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

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

revised: September 23, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 18, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **September 27, 2017****ITEM:** BP 6142.94 History Social Science Instruction CSBA Recommended New Policy**PURPOSE:** Information regarding BP 6142.94 History Social Science Instruction-CSBA Recommended New Policy**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

NE

Hanford ESD

Board Policy

History-Social Science Instruction

W

BP 6142.94

Instruction

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

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

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

- (cf. 6011 - Academic Standards)

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

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

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

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 9000 - Role of the Board)

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

(cf. 0400 - District Technology Plan)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.1 - Library Media Centers)

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

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

(cf. 4131 - Staff Development)

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

regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

33540 History-social science curriculum framework
 51008-51009 Instruction on farm labor movement
 51204 Course of study designed for student's needs
 51204.5 History of California; contributions of men, women, and ethnic groups
 51210 Course of study, grades 1-6
 51220 Course of study, grades 7-12
 51220.2 Instruction in legal system; teen or peer court programs
 51221 Social science course of study, inclusion of instruction in use of natural resources
 51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories
 51225.3 High school graduation requirements
 51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico
 51226.7 Ethnic studies
 60040-60051 Criteria for instructional materials
 60119 Public hearing on the sufficiency of instructional materials
 60200-60206 Instructional materials, grades K-8
 60400-60411 Instructional materials, grades 9-12
 60640-60649 California Assessment of Student Performance and Progress
 99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

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

NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS

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

WEB SITES

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

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

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

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

California Department of Education: <http://www.cde.ca.gov>
California History-Social Science Course Models: <http://www.history.ctaponline.org>
California Subject Matter Project: <http://csmp.ucop.edu/chssp>
National Association for Multicultural Education: <http://www.nameorg.org>
National Council for History Education: <http://www.nche.net>
National Council for the Social Studies: <http://www.socialstudies.org>

(7/09 8/14) 10/16

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 18, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **September 27, 2017****ITEM:** AR 6143 Courses of Study CSBA Recommended Revisions**PURPOSE:** Information regarding AR 6143 Courses of Study CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

Hanford ESD

Administrative Regulation

Courses Of Study

AR 6143
Instruction

Grades ~~1-K~~-6

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

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

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

(cf. 6142.91 - Reading/Language Arts Instruction)

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

(cf. 6142.92 - Mathematics Instruction)

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

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

_____ Instruction shall include the early history of California and a study of the role and contributions of men and women, ~~Nativeblack~~ Americans, African Americans, Mexican Americans, Asian Americans~~American Indians, Mexicans, Asians~~, Pacific Islanders, European Americans, lesbian, gay, bisexual~~Island people~~, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. _____(Education Code 51204.5, 60040)

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

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

(cf. 6142.94 - History-Social Science Instruction)

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

entrepreneur and labor

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

d. _____—Eastern and western cultures and civilizations

e. _____—Contemporary issues

f. _____—The wise use of natural resources

(cf. 6142.5 - Environmental Education)

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

(cf. 6142.93 - Science Instruction)

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

(cf. 6142.6 - Visual and Performing Arts Education)

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

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

a. _____—Personal and public safety and accident prevention

(cf. 6142.8 - Comprehensive Health Education)

b. _____—Fire prevention

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

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

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

(cf. 5131.6 - Alcohol and Other Drugs)

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

(cf. 6142.7 - Physical Education and Activity)

Grades 7-~~12~~8

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

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

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6162.52 - High School Exit Examination)

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

(cf. 6142.91 - Reading/Language Arts Instruction)

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

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

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

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

(cf. 6142.5 - Environmental Education)

c. Eastern and western cultures and civilizations

***Note: Pursuant to Education Code 51220, instruction related to human rights issues, as

provided in item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, including the Armenian, Cambodian, Darfur, and Rwandan genocides.***

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

g. Contemporary issues

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

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

(cf. 6142.94 - History-Social Science Instruction)

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

(cf. 6142.2 - World/Foreign Language Instruction)

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

(cf. 6142.7 - Physical Education and Activity)

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

(cf. 6142.93 - Science Instruction)

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

(cf. 6142.92 - Mathematics Instruction)

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

(cf. 6142.6 - Visual and Performing Arts Education)

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

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

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

(cf. 6178 - Career Technical Education)

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

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

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

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

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

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

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

a. Fire prevention

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

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

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

Health.

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

(cf. 5131.6 - Alcohol and Other Drugs)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: May 16, 2007

revised: May 20, 2009

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 18, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **September 27, 2017****ITEM:** AR 6158 Independent Study-CSBA Recommended Revisions**PURPOSE:** Information regarding AR 6158 Independent Study-CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

Hanford ESD

Administrative Regulation

Independent Study

AR 6158
Instruction

Educational Opportunities

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

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

(cf. 5113 - Absences and Excuses)

Equivalency

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

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

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

Eligibility for Independent Study

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

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

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

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

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

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

(cf. 6159 - Individualized Education Program)

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

(cf. 6183 - Home and Hospital Instruction)

Master Agreement

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

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

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

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

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

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

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

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

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

Monitoring Student Progress

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

supportive strategies may be used:

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

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

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

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

Responsibilities of Independent Study Administrator

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

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

Assignment and Responsibilities of Independent Study Teachers

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

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

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

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

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

(cf. 4131 - Staff Development)

Records

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

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

(cf. 3580 - District Records)

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 8, 2015 Hanford, California

Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 18, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 27, 2017****ITEM:** AR6163.2 Animals at School-CSBA Recommended Revisions**PURPOSE:** Information regarding AR6163.2 Animals at School-CSBA Recommended Revisions**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

Hanford ESD

Administrative Regulation

Animals At School

AR 6163.2

Instruction

Use of Animals for Instructional Purposes

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

All animals brought to school must be:

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

~~2. Vaccinated against transmittable diseases~~

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

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

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

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

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

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

Use of Service Animals by Individuals with Disabilities

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

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

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

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

2. The individual has sufficient control of the horse.

3. The horse is housebroken.

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

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

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

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

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

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **September 18, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **September 27, 2017****ITEM:** AR 6163.4-Deleted as recommended by CSBA
BP 6163.4-Revised as recommended by CSBA
E 6163.4-NEW-Student Use of Technology-Acceptable Use Agreement**PURPOSE:** Information regarding deletion of AR 6163.4, revision of BP 6163.4,
and NEW Exhibit 6163.4**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

Hanford ESD

Board Policy

Student Use Of Technology

BP 6163.4

Instruction

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

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

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

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

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

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

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

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

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

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

On-Line Services/Internet AccessSafety

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

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

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

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

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

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

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

~~51870-51874 Education technology~~

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

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

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

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

CODE OF FEDERAL REGULATIONS, TITLE 47

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

COURT DECISIONS

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

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION~~ CSBA PUBLICATIONS

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

~~CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES~~

~~1223.94 Acceptable Use of Electronic Information Resources~~

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

FEDERAL TRADE COMMISSION PUBLICATIONS

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

WEB SITES

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

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

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

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

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

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

Federal Trade Commission, Children's Online Privacy Protection:

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 19, 2001

revised: September 20, 2006

Delete

~~Hanford ESD~~ ~~Administrative Regulation~~ ~~Student Use Of Technology~~

~~AR 6163.4—~~ ~~Instruction~~

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

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

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

~~(cf. 0440—District Technology Plan)
(cf. 4040—Employee Use of Technology)
(cf. 4131—Staff Development)
(cf. 4231—Staff Development)
(cf. 4331—Staff Development)
(cf. 6162.7—Use of Technology in Instruction)~~

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

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

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

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

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

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

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

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

~~(cf. 5145.12—Search and Seizure)~~

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

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

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

~~(cf. 5145.7—Sexual Harassment)~~

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

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

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

~~(cf. 3513.3—Tobacco-Free Schools)~~

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

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

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

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

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

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

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

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

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

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

~~(cf. 5144—Discipline)~~

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

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

Hanford ESD

Exhibit

Student Use Of Technology

E 6163.4

Instruction

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

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

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

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

Definitions

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

Student Obligations and Responsibilities

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

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

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

Privacy

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

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

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

Personally Owned Devices

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

Reporting

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

Consequences for Violation

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

Student Acknowledgment

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

Name: _____ Grade: _____
(Please print)

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

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

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the

failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)

Signature: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava**DATE: **September 18, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 27, 2017****ITEM:** AR/BP 6182-Deleted- recommended by CSBA and aligned to current practice in HESD**PURPOSE:** Information regarding deletion of AR/BP 6182**FISCAL IMPACT:** none**RECOMMENDATIONS:** Approval

Hanford ESD

Board Policy

Opportunity School Class Program

~~BP 6182-~~

Instruction

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

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

~~(cf. 5113—Absences and Excuses)~~

~~(cf. 5113.1—Truancy)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5144—Discipline)~~

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

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

~~(cf. 5147—Dropout Prevention)~~

~~(cf. 5149—At Risk Students)~~

~~(cf. 6181—Alternative Schools)~~

~~(cf. 6184—Continuation Education)~~

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

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

~~(cf. 1020—Youth Services)~~

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

~~(cf. 6164.5—Student Study Teams)~~

Legal Reference:

EDUCATION CODE

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

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

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

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

~~Hanford ESD~~

~~Administrative Regulation~~

~~Opportunity School Class Program~~

~~AR 6182—~~
Instruction

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

~~Involuntary Assignments~~

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

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

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

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

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

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

~~(cf. 5145.6 Parental Notifications)~~

~~Voluntary Assignments~~

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

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

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

~~(cf. 5113—Absences and Excuses)~~

~~(cf. 5113.1—Truancy)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5144—Discipline)~~

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

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

~~Regulation—HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

~~revised:—June 18, 2003~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/15/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/17

ITEM: Consider for approval an increase to the starting hourly rate for Yard Supervisors, Babysitters and Walk-on Athletic Coaches to \$11.75 an hour effective January 1, 2018.

PURPOSE: To provide a salary increase above the California minimum wage for 2018.

FISCAL IMPACT: The fiscal impact is \$19,242.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/15/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/17

ITEM: Consider for approval a 1.77% retroactive salary increase to July 1, 2017 for all Management, Professional Specialists, and Confidential Employees. Along with a \$56/month increase to the healthcare cap effective October 1, 2017.

PURPOSE: To provide salary and health benefits increase consistent with negotiated settlements with the District's certificated and classified bargaining groups.

FISCAL IMPACT: The fiscal impact is \$202,122.
Attached is the Certification and Disclosure for reference.

RECOMMENDATIONS: Approve

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF
COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the **Hanford Elementary School District**, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the **Management/Confidential Unit**, during the term of the agreement from **July 1, 2017 to June 30, 2018**.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>0</u>
<u>Expenditures/Other Financing Uses</u>	<u>225,736</u>
<u>Ending Balance Increase (Decrease)</u>	<u>(225,736)</u>


___ (No budget revisions necessary)



District Superintendent
(Signature)

9/14/17

Date



Chief Business Officer
(Signature)


9/14/17

Date

CERTIFICATION #2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement" in accordance with the requirements of AB1200 and Government Code Section 3547.5.



District Superintendent (or Designee)
(Signature)

9/14/17

Date

David Endo

Contact Person

559-585-4626

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on September 27, 2017, took action to approve the proposed Agreement with the Management/Confidential Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Management/Confidential

New Agreement: X

Reopener: _____

The proposed agreement is an agreement that covers the period beginning July 1, 2017 and ending June 30, 2018 and will be acted upon the Governing Board at it meeting on September 27, 2017.

A.(1) Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change			
		Cost Prior to Proposed Agreement	Current Year 2017-2018	Year 2 2018-2019	Year 3 2019-2020
1	Base Salary	\$ 8,204,189	\$ 152,608	\$ 152,608	\$ 152,608
			1.86%	1.86%	1.86%
2	Other Compensation	\$ 135,768	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
3	Total Salary - (Sum of 1 & 2)	\$ 8,339,957	\$ 152,608	\$ 152,608	\$ 152,608
			1.83%	1.83%	1.83%
4	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare	\$ 1,709,581	\$ 31,800	\$ 35,080	\$ 38,433
			1.86%	2.05%	2.25%
5	Health/Welfare Benefits	\$ 1,112,986	\$ 41,328	\$ 55,104	\$ 55,104
			3.71%	4.95%	4.95%
6	Total Benefits - (Total Lines 4 & 5)	\$ 2,822,567	\$ 73,128	\$ 90,184	\$ 93,537
			2.59%	3.20%	3.31%
7	Total Compensation (Sum of Lines 3 & 6)	\$ 11,162,525	\$ 225,736	\$ 242,792	\$ 246,145
			2.02%	2.18%	2.21%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2)** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

A 1.77% retroactive increase to July 1, 2017 will be made to the first step of the management salary schedule for the 2017-2018 school year for Management/Confidential. The subsequent steps will be increased in accordance with the current structure. There will also be a prospective increase of \$56/month to the healthcare cap.

With consideration to the state minimum wage increases, there will be the following changes on the unrepresented salary schedule effective 01/01/2018: 6.82% increase to the first step of the K-6 Yard Supervision schedule with subsequent steps being increased with the current structure. The Babysitter and Athletic Coach (Non Certificated Walk-On Coach) hourly rate will be increased 6.82%.

The Classified substitute salary schedule will be increased in accordance to the changes to the Classified salary schedule effective 01/01/18.

- B. Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

None.

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

There is no contingency language included in the proposed agreement and the on schedule costs are ongoing.

- E. Source of Funding for Proposed Agreement**

1. Current Year

The current year funding will be funded with the unrestricted General Fund surplus.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Ongoing cost will be funded with projected growth in the Local Control Funding Formula.

- 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

Future years are funded with the underlying surplus the District is currently experiencing. The assumptions used in the multi-year projection are listed.


- 3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.


District Superintendent
(Signature)

9/14/17
Date

Contact Person: David Endo Telephone No.: 559-585-3626

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
In Accordance with AB3141 (Statutes of 1994, Chapter 650) (G.C. 42142)

Hanford Elementary School District

	(Col. 1) Latest Board Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	Notes (Col. 3)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES					
Revenue Limit Source (8010-8099)	\$ 52,506,891	\$ -	\$ (228,912)	1	\$ 52,277,979
Remaining Revenues (8100-8799)	\$ 10,705,778	\$ -	\$ 1,051,034	2	\$ 11,756,812
TOTAL REVENUES	\$ 63,212,669	\$ -	\$ 822,122		\$ 64,034,791
EXPENDITURES					
1000 Certificated Salaries	\$ 26,502,694	\$ 97,200	\$ 153,030	3	\$ 26,752,924
2000 Classified Salaries	\$ 10,405,592	\$ 55,408	\$ 132,536	4	\$ 10,593,536
3000 Employees' Benefits	\$ 15,637,197	\$ 73,128	\$ 103,677	5	\$ 15,814,002
4000 Books and Supplies	\$ 3,941,778	\$ -	\$ 997,666	6	\$ 4,939,444
5000 Services and Operating Exps	\$ 3,587,461	\$ -	\$ 31,117	7	\$ 3,618,578
6000 Capital Outlay	\$ 437,989	\$ -	\$ (6,282)		\$ 431,707
7000 Other	\$ 981,265	\$ -	\$ 318		\$ 981,583
TOTAL EXPENDITURES	\$ 61,493,976	\$ 225,736	\$ 1,412,061		\$ 63,131,773
OPERATING SURPLUS (DEFICIT)	\$ 1,718,693	\$ (225,736)	\$ (589,939)		\$ 903,018
OTHER SOURCES AND TRANSFERS IN	\$ -	\$ -	\$ -		\$ -
OTHER USES AND TRANSFERS OUT	\$ (797,181)	\$ -	\$ -		\$ (797,181)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 921,512	\$ (225,736)	\$ (589,939)		\$ 105,837
BEGINNING BALANCE	\$ 9,969,485	\$ -	\$ 48,501	8	\$ 10,017,986
CURRENT YEAR ENDING BALANCE	\$ 10,890,997	\$ (225,736)	\$ (541,438)		\$ 10,123,823
COMPONENTS OF ENDING BALANCE:					
Nonspendable / Restricted	\$ 166,749	\$ -	\$ 491,426		\$ 658,175
Reserved for Economic Uncertainties	\$ 3,700,000	\$ -	\$ 135,737		\$ 3,835,737
Board Designated Amounts	\$ -	\$ -	\$ -		\$ -
Unappropriated Amounts	\$ 7,024,248	\$ (225,736)	\$ (1,168,601)		\$ 5,629,911

A. Date of governing board approval of budget revisions in Col. 1
8/9/2017

Contact Person: David Endo

Date: 06/07/2017

- 1 Reduction of average unduplicated percentage from 83.95% to 82.60%
- 2 \$32k special education transfer / \$79k increase in CA Clean Energy funding / \$906k Title I carryover
- 3 Addition of 2 teaching FTE and 1 Social Worker FTE
- 4 157k Classified settlement
- 5 Benefits associated with additional positions and \$77k Classified settlement
- 6 \$104k increase to site budgets / \$45k increase to furniture budget / \$906k tablet purchase
- 7 \$45k camera installation

Multiyear Projection

Hanford Elementary School District

	17-18	18-19	%	19-20	%	Explanations
REVENUES						
Revenue Limit Source (8010-8099)	\$ 52,277,979	\$ 54,327,891	3.9%	\$ 55,850,153	2.8%	1
Remaining Revenues (8100-8799)	\$ 11,756,812	\$ 9,817,301	-16.5%	\$ 9,817,301	0.0%	2
TOTAL REVENUES	\$ 64,034,791	\$ 64,145,192	0.2%	\$ 65,667,454	2.4%	
EXPENDITURES						
1000 Certificated Salaries	\$ 26,752,924	\$ 27,351,924	2.2%	\$ 27,950,924	2.2%	3
2000 Classified Salaries	\$ 10,593,536	\$ 10,754,536	1.5%	\$ 10,915,536	1.5%	4
3000 Employees' Benefits	\$ 15,814,002	\$ 16,796,229	6.2%	\$ 17,792,808	5.9%	5
4000 Books and Supplies	\$ 4,939,444	\$ 4,033,444	-18.3%	\$ 4,033,444	0.0%	6
5000 Services and Operating Exps	\$ 3,618,578	\$ 3,432,401	-5.1%	\$ 3,432,401	0.0%	7
6000 Capital Outlay	\$ 431,707	\$ 431,707	0.0%	\$ 431,707	0.0%	
7000 Other	\$ 981,583	\$ 981,583	0.0%	\$ 981,583	0.0%	
TOTAL EXPENDITURES	\$ 63,131,773	\$ 63,781,823	1.0%	\$ 65,538,402	2.8%	
OPERATING SURPLUS (DEFICIT)	\$ 903,018	\$ 363,369	-59.8%	\$ 129,052	-64.5%	
OTHER SOURCES AND TRANSFERS IN	\$ -	\$ -	0.0%	\$ -	0.0%	
OTHER USES AND TRANSFERS OUT	\$ (797,181)	\$ -	-100.0%	\$ -	0.0%	8
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 105,837	\$ 363,369	243.3%	\$ 129,052	-64.5%	
BEGINNING BALANCE	\$ 10,017,986	\$ 10,123,823	1.1%	\$ 10,487,193	3.6%	
CURRENT-YEAR ENDING BALANCE	\$ 10,123,823	\$ 10,487,193	3.6%	\$ 10,616,244	1.2%	

Explanations:	
1	2.15% COLA and 66.12% gap closure in 18-19 and 2.35% COLA and 64.92% gap closure in 19-20
2	(\$797k) one time mandated cost revenues / (\$236k) CA clean energy revenue / (\$906k) Title I carryover
3	\$599k Certificated step and column
4	\$161k Classified step
5	STRS rate project to increase to 16.28% in 18-19 and 18.13% in 19-20 / PERS rate projected to increase to 18.10% in 18-19 and 20.80% in 19-20
6	(\$906k) removal of one time laptop purchase
7	(\$141k) Educator Effectiveness expenditures / (\$45k) removal of camera installation
8	(\$797k) removal of one time mandated cost transfer

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/18/17

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/17

ITEM: Consider for approval an Amendment to the Superintendent's Contract to reflect a 1.77% retroactive salary increase to July 1, 2017 along with a \$56 per month increase to the healthcare cap effective October 1, 2017.

PURPOSE: To provide salary and health benefits increase consistent with the negotiated settlements with the District's certificated and classified bargaining groups.

FISCAL IMPACT: The fiscal impact of the cost of living increase is \$4,372.

RECOMMENDATIONS: Approve

EMPLOYMENT AGREEMENT AMENDMENT
Between
JOY C. GABLER, SUPERINTENDENT
And the
HANFORD ELEMENTARY SCHOOL DISTRICT

This Amendment is dated September 27, 2017 and is made in reference to the Employment Agreement ("Superintendent's Contract") between the Board of Trustees of the Hanford Elementary School District ("District" or "Board") and Joy C. Gabler ("Superintendent") dated April 13, 2016.

Upon approval, this Amendment shall be attached to and become a part of the Superintendent's Contract.

NOW, THEREFORE, the parties hereby agree to modify the Superintendent's Contract as set forth in Section 1 herein.

Salary: *During the term of this contract, the Superintendent salary will also be adjusted in the same manner as any salary increase approved by the Board for other certificated administrative positions. Effective July 1, 2017 the Superintendent salary of \$182,265 will be increased by 1.77% which is equal to the salary increase approved by the Board for other certificated administrative positions.*

Except as modified by this Amendment, all other terms and conditions contained in the Superintendent's Employment Contract shall remain in full force and effect.

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to an employee in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the employee by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for the employee's criminal defense, all such payments whether for cash settlement, paid leave or criminal defense costs shall be fully reimbursed by the employee to the District if the employee is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.

Dated this 27th day of September 2017.


Robert "Bobby" Garcia, President
Board of Trustees
Hanford Elementary School District

Joy C. Gabler,
Superintendent
Hanford Elementary School District

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: September 19, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 27, 2017**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Ariel Masterson, Health Care Assistant – 6.0 hrs., Jefferson Charter Academy, effective 9/25/17

Temporary Employees/Substitutes/Yard Supervisors

- Colleen Alcala, Substitute Yard Supervisor, effective 9/15/17
- Araceli Gonzales, Substitute Yard Supervisor, effective 9/1/17
- Claudel Luis, 4-6 Boys Football Coach, Lincoln, effective 9/10/17 to 11/10/17; 7-8 Boys Football Coach, Kennedy, effective 9/1/17 to 10/18/17
- Sophia Medina, Folklorico Dance Coach, Jefferson, effective 9/11/17 to 11/3/17
- Kerrina Pereda, Substitute Yard Supervisor, effective 9/12/17
- Tiffany West, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 09/18/17-12/15/17

b. Resignations

- Clarissa Ayala, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/27/17
- Emily Guilbeau, Special Education Aide – 5.0 hrs., Lincoln, effective 9/29/17
- Blake Villi, Substitute Yard Supervisor, effective 9/5/17

c. Transfer

- Desiree Davis, Media Services Aide – 5.5 hrs., from King to Monroe, effective 9/18/17

d. Promotion/Transfer

- Zachary Westover, from READY Program Tutor – 4.5 hrs., Lincoln to Media Services Aide – 5.5 hrs., King, effective 9/15/17

e. Promotion/Transfer/Increase in Work Year

- Linda Cruz, from Media Services Aide – 5.5 hrs., 11-month, Monroe to Teacher Resource Center Specialist– 8.0 hrs., 12-month, Teacher Resource Center, effective 9/18/17

f. Lateral Change/More Hours/Transfer

- Melody Cantrell, Educational Tutor K-6 – 3.5 hrs., Monroe to Special Circumstance Aide – 5.75 hrs., Simas, effective 9/25/17

g. Administrative Transfer

- Juana Meza, Educational Tutor K-6 – 3.5 hrs., from Richmond to Monroe, effective 9/25/17

h. More Hours/Administrative Transfer

- Veronica Martin, Yard Supervisor, from 1.0 hr., Monroe to 2.75 hrs., Jefferson, effective 8/14/17

i. More Hours

- Angelica Aguilar, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., King, effective 8/14/17
- Estevan Alcala, Short-term Yard Supervisor, from 2.0 hrs. to 3.25 hrs., Monroe, effective 8/28/17 to 10/31/17
- Gennarina Alvarez, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Hamilton, effective 9/14/17
- Ashley Candelaria, Yard Supervisor, from 2.25 hrs. to 2.75 hrs., Hamilton, effective 8/14/17
- Amalia Cavazos, Yard Supervisor, from 2.75 hrs. to 3.25 hrs., Simas, effective 9/15/17
- Andrice Dean, Yard Supervisor, from 1.25 hrs. to 1.5 hrs., Richmond, effective 8/14/17
- Terri Fredrick, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 8/14/17
- Amy Garcia, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Jefferson, effective 8/14/17
- John Garcia, Yard Supervisor, from 1.75 hrs. to 2.25 hrs., Wilson, effective 8/14/17
- Fidel Gonzalez, Yard Supervisor, from 2.5 hrs. to 2.75 hrs., Wilson, effective 8/14/17

i. More Hours (cont.)

- Amanda Henderson, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 9/4/17
- Christina Jenkins, Yard Supervisor, from 3.0 hrs. to 3.5 hrs., Monroe, effective 8/14/17
- Jamie Jordan, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Simas, effective 9/15/17
- Veronica Leach, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Hamilton, effective 8/14/17
- Sylvia Lombera, yard Supervisor, from 2.25 hrs. to 3.75 hrs., Roosevelt, effective 8/14/17
- Veronica Martin, Yard Supervisor, from 2.75 hrs. 3.75 hrs., Jefferson, effective 8/28/17
- Stacey Paez, Yard Supervisor from 2.5 hrs. to 2.75 hrs., Roosevelt, effective 8/14/17
- Michael Quiñones, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Washington, effective 8/14/17
- Sylvia Reyna, Yard Supervisor, from 1.5 hrs. to 1.75 hrs., Roosevelt, effective 8/14/17
- Felimena Reynolds, Yard Supervisor, from 2.5 hrs. to 3.75 hrs., Monroe, effective 8/14/17
- Madasen Rodriguez, Yard Supervisor, from 1.0 hr. to 1.75 hrs., Monroe, effective 8/14/17; Yard Supervisor, from 1.75 hrs. to 2.5 hrs., Monroe, effective 8/28/17
- Rosemarie Rodriguez, Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Washington, effective 8/14/17
- Alexis Villa, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Roosevelt, effective 8/14/17
- Kathie Woughter, Yard Supervisor, from 2.25 hrs. to 2.5 hrs., Lincoln, effective 8/14/17
- Yesenia Zarate Brito, Yard Supervisor, from 1.75 hrs. to 3.0 hrs., Roosevelt, effective 8/14/17

j. Decrease in Hours

- Gennarina Alvarez, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Hamilton, effective 8/14/17
- Rosarita Alvarez, Yard Supervisor, from 2.25 hrs. to 2.0 hrs., King, effective 8/14/17
- Chantel Andresen, Yard Supervisor, from 2.75 hrs. to 2.5 hrs., Monroe, effective 8/14/17
- Sylvia Lombero, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Roosevelt, effective 8/21/17
- Guadalupe Lopez, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Jefferson, effective 8/14/17
- Sonia Mena, Yard Supervisor, from 3.75 hrs. to 3.5 hrs., Jefferson, effective 8/14/17

j. Decrease in Hours (cont.)

- Michael Quiñones, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 9/4/17
- Christine Payne, Short-term Yard Supervisor – 2.0 hrs. (T), effective 8/22/17 to 8/30/17 and 10/13/17 to 12/12/17; 2.75 hrs. (M,T,F) 8/31/17 to 10/12/17 and 1.75 (W) effective 8/31/17 to 10/12/17, Hamilton (revised)
- Felimena Reynolds, Yard Supervisor, from 3.75 hrs. to 3.0 hrs., Monroe, effective 8/28/17

k. Leave of Absence

- Esmeralda Ledesma, Yard Supervisor – 1.0 hr., Lincoln, effective 08/29/17 to 09/12/17, medical

l. Job Descriptions

- (Bilingual) Licensed Vocational Nurse (New)
- DSF Work Control Technician (New)

m. Salaries/Wages

Agreement has been reached with CSEA to place the following new classifications on the Classified Employees' Salary Schedule as follows:

- DSF Work Control Technician (Range 16)
- Licensed Vocational Nurse (Range 11)
- (Bilingual) Licensed Vocational Nurse (Range 12)

n. Reclassifications

- Deborah Albrecht, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Simas, effective 8/8/17
- Graciela Alvarez, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., King, effective 8/8/17
- Casandra Arceo, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Lincoln, effective 8/8/17
- Vanesa Carson, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Wilson, effective 8/8/17
- Anne Cauthen, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Washington, effective 8/8/17
- Cynthia Dias, from Administrative Secretary II – 8.0 hrs. to DSF Work Control Technician – 8.0 hrs., effective 7/1/16
- Ariel Masterson, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Jefferson Charter Academy, effective 9/25/17
- Maria Prado, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Richmond, effective 8/8/17
- Daisy Wallace, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Monroe, effective 8/8/17

n. Reclassifications (cont.)

- Brittany Winters, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Hamilton, effective 8/8/17
- Lisa Wright, from Health Care Assistant – 6.0 hrs. to Licensed Vocational Nurse – 6.0 hrs., Kennedy, effective 8/8/17
- Norma Zuniga, from Bilingual Health Care Assistant – 6.0 hrs. to Bilingual Licensed Vocational Nurse – 6.0 hrs., Roosevelt, effective 9/5/17

o. Salary/Wage Schedules for 2017-2018

- Management/Professional Specialist/Confidential Salary Schedule (revised)
- Classified Salary Schedule (revised)
- Non-Represented Part-Time Employee Wage Schedule (revised)
- Classified, Substitute/Temporary Wage Schedule (revised)

p. Consider approval of Service Agreement with California State University, Fresno's Nursing Program

Authorize agreement between Hanford Elementary School District and California State University, Fresno to provide the Institution's Nursing Program students field experience at HESD facilities

q. Volunteers

<u>Name</u>	<u>School</u>
Amber Alves	Hamilton
Jennifer Bates	Jefferson
Aracelia Fernandez Mendez	Jefferson
Liliana Garcia-Medina	King
Claudia Guzman	King
Chantel Niess	King
Shirley Silva	King
Celeste Cervantez (HESD Employee)	Monroe
Amy Ivey	Monroe
Rita Reyna-Wooley	Monroe
Carla Berlanga	Richmond
Ana Mendoza	Richmond
Roberta Vasquez (HESD Employee)	Richmond
Tasha Hall	Roosevelt
Karla Medina	Roosevelt
Nancy Medina	Roosevelt
Karen Ortega Garcia	Roosevelt
Gwendolyn Somera	Roosevelt
Tiffaney Nash	Simas
Angelina Soares	Simas
Ann Marie Hernandez	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

(BILINGUAL) LICENSED VOCATIONAL NURSE

DEFINITION

Under the general direction of the Assistant Superintendent of Special Services and the functional direction of the District Nurses, the Licensed Vocational Nurse (LVN) or Bilingual Licensed Vocational Nurse (Bilingual LVN) is responsible for providing specialized health care services to all children in the District. The Bilingual LVN is fluent in both English and Spanish.

SUPERVISION RECEIVED AND EXERCISED

The (Bilingual) LVN works under the general supervision of the Assistant Superintendent of the Office of Special Services and the site administrator or designee, the functional supervision of the RN School Nurse and does not exercise supervisory responsibilities over any other position.

ESSENTIAL FUNCTIONS

Provides a wide variety of routine medical treatment to students to ensure student needs are met as outlined by physician's orders and under the direct supervision of a Registered School Nurse, and in accordance with State and Federal rules and regulations, e.g., takes temperature, pulse, blood pressure and vital signs.

- Provide specialized physical healthcare such as catheterization, gastric tube feeding, diabetic care, tracheotomy care, ventilators, rectal medication administration, toileting and diaper changing.
- Provide emergency care, medication dispensing and prescribed procedures outlined in District policies and procedures, as well as guidelines as outlined in the students' Individuated Health Care Plan.
- Provides required medication/treatment for multiple students as ordered by prescribing medical physician. Promptly administers properly prescribes emergency medication, e.g., Benadryl, epinephrine, glucagon, insulin.
- Provides first aide for injuries and acute illness; contacts parents/family regarding any health-related issues and/or concerns and provides necessary feedback to supervising nurse and school administration.
- Initiates prompt referral to the appropriate medical facility when treatment is warranted.
- Assists parents in seeking health care services as required and provide referrals to appropriate physicians.

Hanford Elementary School District
Job Description – (Bilingual) Licensed Vocational Nurse (LVN)
Page 2

ESSENTIAL FUNCTIONS (cont.):

- Assists with the maintenance of accurate health files for students by: entering accurate information in the “student information system”, accurately maintaining records of student illness/injury, accurately recording and maintaining a medication administration binder/record.
- Records results of health screenings on student cumulative health records.
- Assists in the management of a clean and orderly health office by assisting in keeping a clean, orderly and sanitary work space.
- Maintain a positive school health environment through open communication and effective relationship skills.
- Adhere to schedules and perform other health related duties, as directed.
- Assists, when necessary, in making home visits to promote understanding of health problems and appropriate care to resolve them.
- Provide required medication and treatment for multiple students as ordered by a physician.
- Provide first aid for multiple students on an as needed basis.
- Performs clerical and computer tasks related to health care programs and maintains all related records and files.
- Assists in compiling data for Medi-Cal billing and maintains related Mandated Cost data.
- Assists in initiating and maintaining student health and other related records.
- Assists in keeping the District data base for student health care current and up to date.
- Attends meetings as directed for program planning.
- Writes brief and concise notes to teachers and staff.
- Operates specialized medical equipment; performs minor medical procedures as specified on physician’s orders.
- Maintains inventory of medical supplies and equipment.

Hanford Elementary School District
Job Description – **(Bilingual) Licensed Vocational Nurse (LVN)**
Page 3

ESSENTIAL FUNCTIONS (cont.):

- Maintain confidentiality of students medical and health information.
- Consults with medical personnel, staff, and teachers regarding student health care.
- Verifies immunization status and maintains immunization records of students.
- Conducts inventory of all medication dispensed at school sites.
- Assists School Nurses during school registration.
- Assists with the process for exclusion of students for non-compliance with State immunization requirements.
- Assists with kindergarten and first grade student physicals, TB skin test reports, Scoliosis screenings, vision and hearing screening, and communicates positive (PPD) results to School Nurse for follow-up with Kings County Health Department.
- Assists in the data collection for reports required by the State, County and District.
- Assists in performing head checks for lice infestation
- Assists in presentations regarding health wellness and nutrition.
- Performs other duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Basic nursing skills and ability to administer care to all children and recognition of signs and symptoms of basic childhood illnesses.

State health laws pertaining to school children (e.g. immunization requirements).

Basic medical terms, codes, and acronyms.

Basic treatment for medical conditions (e.g. seizures).

Operation of personal computer and standard office equipment.

NECESSARY EMPLOYMENT STANDARDS (cont.)Ability to:

Communicate effectively in when talking in a one-on-one situation or in a small group.

Communicate effectively and efficiently in written form.

Understand and follow oral and written directions.

Exercise sound judgment in dealing with emergencies and special health needs of children.

Handle emergency situations calmly and effectively.

Use discretion in handling confidential health records.

Establish and maintain effective relations with students, parents, staff and other health care professionals and the general public; effective communications and interpersonal skills.

Demonstrate competence with necessary computer software programs utilized in course of work.

Be flexible in schedule, work site and work demands and to travel locally within the Hanford Elementary School District sites, and have personal transportation.

Show initiative and complete several tasks in a timely and efficient manner.

Establish and maintain supportive and cooperative rapport with school personnel, public, parents, and students.

Perform routine, repetitive duties to completion.

Assist with the development and implementation of health care plans.

Work independently with little direction.

Participate in training sessions to advance understanding and knowledge of health related issues and State requirements.

Perform routine clerical tasks.

Hanford Elementary School District
 Job Description – **(Bilingual) Licensed Vocational Nurse (LVN)**
 Page 5

EDUCATION AND EXPERIENCE:

Education:	High school diploma or equivalent, graduation from an accredited Vocational Nurses Training program
Experience:	One (1) year of successful experience involving contact with children with special medical needs or related experience
Certificates/Licenses:	Currently holds and maintains a valid California State License as a Licensed Vocation Nurse
<u>In addition must hold:</u>	Valid First Aid and Basic CPR Valid California Driver's License
Transportation:	Reliable transportation; proof of automotive liability insurance (CA State requirement).

DESIRABLE EMPLOYMENT STANDARDS

Fluent in English and Spanish (speak/read/write) – based upon District testing will be placed in the Bilingual LVN pay range.

WORKING CONDITIONS

<u>Environment:</u>	School environment, and student home environment.
<u>Physical Abilities:</u>	Vision to read and write materials, and monitor student activities; color vision, night vision, use of both eyes, sense of smell; hearing and speaking to exchange information and provide assistance to students, distinguish sounds in transmission; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; and ability to lift equipment and students weighing up to 50 pounds.
<u>Hazards:</u>	Potential for contact with blood-borne pathogens and communicable diseases. Contact with dissatisfied or abusive individuals. Occasional stress of emergencies, stress of deadlines, stress of interpersonal conflict.

Adopted: __/__/17

DRAFT
Hanford Elementary School District

Job Description:

DSF Work Control Technician

DEFINITION:

Organize, oversee and coordinate the DSF office and DSF department activities and communications to relieve the supervisors of routine administrative duties; provide training and work direction to clerical personnel as assigned. Coordinates the flow of communications to/from the office and field. Receives maintenance and operations work order requests.

DISTINGUISHING CHARACTERISTICS:

The DSF Work Control Technician (DSF-WCT) serves as a DSF team member and is responsible for coordinating activities that go beyond general office support to include work order management and optimization, response and decisions on urgent maintenance requests, staff safety training and coordination of SDS information and SDS training for all DSF departments. The incumbent is expected to apply a working knowledge of work order management, facilities operations, OSHA, Hazard Communications (SDS), DSF purchase orders and coordination of DSF/custodial substitute staff. This position exercises independence of action in routine matters, prepares reports and correspondence, handles complaints from the public or employees. Work involves handling of proprietary and private information.

SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of DSF supervisors and Facilities Director.

ESSENTIAL FUNCTIONS:

- Oversees and participates in the DSF work control system, ensuring that project based and urgent work requests are received, logged, evaluated and scheduled as work orders to be completed on a timely basis.
- Schedules urgent and preventative maintenance work on a daily, weekly, monthly or annual basis. Discusses the priorities of work to be done with supervisors and school administrators. Provides direction to line staff as needed in the completion of work orders. Provides follow-up reports to school sites summarizing work accomplished.
- Administers and sets the parameters of the computerized work control order program to ensure timely response, establishing automatic PM protocols for work to be done on a routine basis. Coordinates approvals, submission and return of invoices to work management system.

ESSENTIAL FUNCTIONS: (cont.)

- Researches and prepares purchase orders and other documents to ensure timely receipt of parts, services and products; follows through to ensure invoices are timely received and processed for payment. Communicates with vendors and suppliers on parts, projects and service orders, establishing timelines, and confirms service dates.
- Serves as the departments' point of contact for training and trouble-shooting of problems.
- Estimates calendar time, labor hours and skill mix needed to complete work order requests as requested. Plans and schedules work to optimize work efficiency as directed.
- Prepares and audits monthly time records for DSF management timecards as well as the departments of maintenance, grounds, transportation and custodial services as assigned. Maintains leave records and reviews time-off requests by staff to confirm leave availability; providing details of time off requests and schedules to supervisors for approval, ensures proper documentation of all staff absences.
- Researches and prepares a variety of special projects as requested. Prepares trainings for DSF Staff related to safety, hazard communication, use of Pesticides, Safe Schools, heat illness prevention etc. Maintains an updated referral card of emergency and utility contacts for all DSF Staff.
- Creates and maintains the master Safety Data Sheet (SDS) binder for the entire District. Distributes and ensures all school sites and departments hold a current SDS binder at their sites. Develops methods to ensure all SDS and hazard information is appropriately distributed to all required participants and available as needed. Supports and coordinates an SDS web-based management program for staff access to this information.
- Designs forms, pages, brochures, web-pages, flyers, "Power Point" presentations and materials utilizing available technology and graphics programs to support department programs and activities and to support other district interests as requested (Annual Suggested Routes to School).
- Prepares, distributes, and maintains working manuals of programs, rules and billing processes for assigned department(s) as needed (MAP). Prepares a variety reports on work sheets; which may include cost estimates of projects as directed.
- Within areas of expertise, guides district/department staff and administrators in rules and regulations related to specific programs, and services provided by the District.
- Responds to staff work injuries by completing initial report of injury documents.

Hanford Elementary School District
Job Description – **DSF Work Control Technician**
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ESSENTIAL FUNCTIONS: (cont.)

- Interviews visitors and callers on routine matters in the office and over the telephone, answers inquiries, makes appropriate referrals, or schedules appointments for supervisors. Evaluates appropriately the time sensitivity and importance of each request.
- Responsible for departments incoming mail; responds to routine inquiries and requests for copies. Evaluates incoming information for time sensitivity and importance to supervisors.
- Monitors all deadlines and timelines for supervisors, initiates necessary actions within scope of authority sufficiently in advance to allow timely completion.
- Secures custodial, grounds and maintenance substitute staff as needed, ensuring that time records and substitute logs are completed.
- Performs special projects and coordinates special events as assigned. Works directly with outside agencies, public, and staff in developing, organizing, and planning special events and programs. Trains, guides and directs other support staff within department or division to complete work as directed.
- Maintains department, division or program budget records and files. Gathers and compiles information required by administrator for budget development.
- Orders and maintains accurate inventory of office supplies and materials. Orders and maintains equipment inventory for DSF as requested.
- Participates with supervisory staff to determine inventory levels of supplies, parts, construction materials needed for facility operations. Prepares and processes requisitions or purchase orders for supplies and materials as needed or requested.
- Establishes, revises, and maintains filing system as the custodian of DSF records.
- Performs other related duties as assigned and support of the DSF Operations.

NECESSARY EMPLOYMENT STANDARDS:

Knowledge of:

Requires a working knowledge of the special practices, technicalities, and terminology associated with facilities and operations. Requires a good knowledge of two-way radio and telephone communication techniques and etiquette.

Hanford Elementary School District
Job Description – **DSF Work Control Technician**
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Knowledge of: (cont.)

Activities associated with statistical record keeping, confidential record-keeping, staff administration and budgeting.

Requires knowledge of and skill using personal computers and handheld devices to access and use common office productivity software such as word processing, spreadsheets, and database and data communications via e-mail and intranet. Current software and database programs utilized to manage complex databases, graphic and document designs, web-page and visual presentation programs including but not limited to: School Dude, Synergy, KEENAN SDS, Access, Excel, Power-Point)

Proper English usage, grammar, spelling, punctuation, and basic arithmetic skills. Office methods, practices, procedures and equipment, including filing systems, secretarial and telephone techniques and letter and report writing.

Skills and Ability to:

Independently perform all of the duties of the position efficiently and effectively. Work in a fast pace work environment with multiple events occurring simultaneously, while maintaining focus on tasks and timely responses to all requests.

Coordinate and perform complex office and secretarial work with speed and accuracy.

Learn, interpret and explain and apply knowledge of District and department policies, rules, regulations, organization, operations, programs, functions, and special department terminology.

Operate various standard office machines, including computers and word processing, spreadsheet applications and database management. Ability to produce work in modern word processing, spreadsheet and graphics software.

Plan, organize, and prioritize work in order to meet schedules and timelines.

Communicate with students, staff, parents and the public using tact, patience and courtesy and in a manner that reflects positively on the department and District.

To maintain a high degree of confidentiality in preparing and disclosing sensitive information at all times.

Take responsibility and use good judgment within the scope of authority.

Type at a speed of 50 wpm from clear copy.

QUALIFICATION REQUIREMENTS

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Associates Degree in business curriculum plus two years of progressive experience in administrative support and financial record keeping.

Experience: Four years of progressive experience in administrative support and financial recordkeeping. Specific experience in construction accounting, work flow coordination in a school district can be substituted for advanced education on year for year basis.

DESIRABLE EMPLOYMENT STANDARDS

Construction Project Accounting experience.

WORKING CONDITIONS:

Environment: Office environment; subject to frequent interruptions.

Physical Abilities: Vision sufficient to read and write printed material and work on a computer screen; dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; walking to various sites at the assigned location; bending and reaching to pull and replace binders and files, turning head and trunk to greet visitors in the office; and, hearing and speaking to exchange information in person on the phone and on a two-way radio.

Adopted: ____/____/17

HANFORD ELEMENTARY SCHOOL DISTRICT
2017-2018 SALARY SCHEDULES
MANAGEMENT (Interim)

Range	Position	**Compensated Days Per Year		Step 1	Step 2	Step 3	Step 4	Step 5
0-A	Chief Business Official (225 work + 14 hol + 22 vac)	261	annual daily	135,435 518.91	140,853 539.67	146,487 561.25	152,346 583.70	158,440 607.05
1-A	Assistant Superintendent (225 work + 14 hol + 22 vac)	261	annual daily	119,705 458.64	124,493 476.99	129,473 496.07	134,652 515.91	140,038 536.54
3-A	Director Chief Technology Officer (225 work + 14 hol + 22 vac)	261	annual daily	113,937 436.54	118,494 454.00	123,234 472.16	128,164 491.05	133,290 510.69
3-C	Director Principal (204 work + 13 hol + 20 vac)	237	annual daily	103,460 436.54	107,598 454.00	111,902 472.16	116,378 491.05	121,034 510.69
6-A	Fiscal Services Specialist Curriculum & Professional Development Specialist (225 work + 14 hol + 22 vac)	261	annual daily	105,802 405.37	110,034 421.59	114,435 438.45	119,013 455.99	123,773 474.23
6-C	Vice Principal Learning Director Curriculum & Professional Development Specialist Program Specialist (204 work + 13 hol + 20 vac)	237	annual daily	96,073 405.37	99,916 421.59	103,912 438.45	108,069 455.99	112,392 474.23
10-B	Administrative Intern (204 work + 13 hol + 20 vac)	237	annual daily	87,037 367.25	90,519 381.94	94,140 397.21	97,905 413.10	101,821 429.63
15-A	Program Manager (225 work + 14 hol + 22 vac)	261	annual daily	84,719 324.59	88,107 337.58	91,632 351.08	95,297 365.12	99,109 379.73
15-B	Program Manager (203 work + 13 hol + 20 vac)	236	annual daily	76,604 324.59	79,668 337.58	82,855 351.08	86,169 365.12	89,616 379.73
22-A	Supervisor (225 work + 14 hol + 22 vac)	261	annual daily	71,271 273.07	74,122 283.99	77,086 295.35	80,170 307.16	83,377 319.45
22-C	Supervisor (200 work + 13 hol + 19 vac)	232	annual daily	63,352 273.07	65,886 283.99	68,521 295.35	71,262 307.16	74,113 319.45
23-A	Analyst (225 work + 14 hol + 22 vac)	261	annual daily	69,532 266.41	72,314 277.06	75,206 288.15	78,215 299.67	81,343 311.66
26-C	School Operations Officer (199 work + 13 hol + 19 vac)	231	annual daily	57,146 247.39	59,432 257.28	61,809 267.57	64,282 278.28	66,853 289.41

PROFESSIONAL SPECIALIST

7-C	Psychologist (194 work + 13 hol + 19 vac)	226	annual daily	89,379 395.48	92,955 411.30	96,673 427.76	100,540 444.87	104,561 462.66
10-C	Mental Health/Behavior Services Specialist (194 work + 13 hol + 19 vac)	226	annual daily	82,998 367.25	86,318 381.94	89,770 397.21	93,361 413.10	97,095 429.63
11-C	Counselor (194 work + 13 hol + 19 vac)	226	annual daily	80,973 358.29	84,212 372.62	87,581 387.53	91,084 403.03	94,727 419.15

CONFIDENTIAL CLASSIFIED*

28-A	Administrative Assistant	261	annual daily	61,457 235.47	63,915 244.88	66,471 254.68	69,130 264.87	71,895 275.46
29-A	Personnel Specialist	261	annual daily	59,958 229.72	62,356 238.91	64,850 248.47	67,444 258.41	70,142 268.74
32-A	Administrative Secretary	261	annual daily	55,677 213.32	57,904 221.85	60,220 230.73	62,629 239.96	65,134 249.55
34-A	Personnel Assistant	261	annual daily	52,994 203.04	55,114 211.16	57,318 219.61	59,611 228.39	61,995 237.53

* = The number of work days depends on vacation accrual rate.

**Longevity - 15 years = \$2,000 Longevity includes all consecutive years of HESD service
- 20 years = \$2,000 Additional

**If your hire date falls between July 1 and December 31, the applicable longevity stipend will begin that school year.
If your hire date falls between January 1 and June 30, the applicable longevity stipend will begin the following school year.

Adopted: __/__/17
Effective: 07/01/17

**HANFORD ELEMENTARY SCHOOL DISTRICT
2017-2018 CLASSIFIED SALARY SCHEDULE (Interim)**

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month	2,186	2,295	2,410	2,531	2,657
		per Hour	12.61	13.24	13.90	14.60	15.33
2		per Month	2,295	2,410	2,531	2,657	2,790
		per Hour	13.24	13.90	14.60	15.33	16.10
3	Clerk Trainee	per Month	2,410	2,531	2,657	2,790	2,929
		per Hour	13.90	14.60	15.33	16.10	16.90
4		per Month	2,531	2,657	2,790	2,929	3,076
		per Hour	14.60	15.33	16.10	16.90	17.75
5	Clerk Typist I	per Month	2,657	2,790	2,929	3,076	3,230
	Food Service Worker I	per Hour	15.33	16.10	16.90	17.75	18.63
	Instructional Aide						
6	Bilingual Aide	per Month	2,790	2,929	3,076	3,230	3,391
	Bilingual Clerk Typist I	per Hour	16.10	16.90	17.75	18.63	19.56
	Food Service Worker II						
	Alternative Education Program Aide						
	READY Program Tutor						
7	Account Clerk I	per Month	2,929	3,076	3,230	3,391	3,561
	Custodian I	per Hour	16.90	17.75	18.63	19.56	20.54
	Educational Tutor, K-6						
	Groundskeeper I						
	Signing Aide						
	Special Circumstances Aide						
	Special Education Aide						
	Substitute Telephone Clerk						
8	Account Clerk II	per Month	3,076	3,230	3,391	3,561	3,739
	Clerk Typist II	per Hour	17.75	18.63	19.56	20.54	21.57
	Cook/Baker						
	Food Service Utility Worker						
	Media Services Aide						
9	Bilingual Clerk Typist II	per Month	3,230	3,391	3,561	3,739	3,926
	Bilingual Translator/Clerk	per Hour	18.63	19.56	20.54	21.57	22.65
	Custodian II						
	Delivery Worker						
	Groundskeeper II						
	Maintenance Worker I						
10	Bus Driver	per Month	3,391	3,561	3,739	3,926	4,122
	Bus Driver/Service Worker	per Hour	19.56	20.54	21.57	22.65	23.78
	Health Care Assistant						
	Help Desk Technician						
	Secretary						
	READY Site Lead						
11	Bilingual Health Care Assistant	per Month	3,561	3,739	3,926	4,122	4,328
	Dispatcher	per Hour	20.54	21.57	22.65	23.78	24.97
	Irrigation Specialist						
	<u>Licensed Vocational Nurse</u>						
	Lead Custodian						
12	Account Technician I	per Month	3,739	3,926	4,122	4,328	4,545
	<u>Licensed Vocational Nurse (Bilingual)</u>						
	Warehouse/Reprographics & Mail Technician	per Hour	21.57	22.65	23.78	24.97	26.22

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Head Custodian	per Month	3,926	4,122	4,328	4,545	4,772
	Maintenance Worker II	per Hour	22.65	23.78	24.97	26.22	27.53
	Mechanic						
	Parent Liaison Specialist						
	Painter/Maintenance Worker II						
14	Teacher Resource Center Specialist						
	Administrative Secretary I	per Month	4,122	4,328	4,545	4,772	5,010
		per Hour	23.78	24.97	26.22	27.53	28.91
	Account Technician II	per Month	4,328	4,545	4,772	5,010	5,261
	Administrative Secretary II	per Hour	24.97	26.22	27.53	28.91	30.35
15	Child Welfare and Attendance Specialist						
	Computer Maintenance Technician						
	Database Specialist I						
	Account Technician III	per Month	4,545	4,772	5,010	5,261	5,524
	Community Day School Specialist	per Hour	26.22	27.53	28.91	30.35	31.87
16	DSF Work Control Technician						
	Educational Interpreter						
	Student Specialist						
	Bilingual Student Specialist	per Month	4,772	5,010	5,261	5,524	5,800
	Heating, Ventilation & Air Conditioning Specialist	per Hour	27.53	28.91	30.35	31.87	33.46
17	Locksmith						
	Account Technician IV	per Month	5,010	5,261	5,524	5,800	6,090
	Database Specialist II	per Hour	28.91	30.35	31.87	33.46	35.14
	Lead Mechanic (Automotive)						
	Network Engineer						
18	Systems Engineer						
		per Month	5,261	5,524	5,800	6,090	6,395
		per Hour	30.35	31.87	33.46	35.14	36.89
		per Month	5,524	5,800	6,090	6,395	6,714
		per Hour	31.87	33.46	35.14	36.89	38.74

*Monthly rate is based on an 8-hour per day, 12-month employee

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125

20 Years - \$2,250

30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

~~Any **Health Care Assistant** who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) license will be entitled to a five (5%) incentive increase in his or her hourly rate of pay for all hours worked as outlined in Article 23 Pay and Allowances of the CSEA Collective Bargaining Agreement. (Article 23 Section K of the CSEA/HESD CBA Agreement)~~

Professional Growth increments will be awarded as follows:

No. of Semester		No. of Semester	
Increments	Units	Increments	Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

Adopted: XX/XX/17

Effective: 07/01/17

HANFORD ELEMENTARY SCHOOL DISTRICT

2017-2018 NON-REPRESENTED PART-TIME EMPLOYEE WAGE SCHEDULE

JOB TITLE	HOURLY RATE	
Accompanist (up to 80 hours/year)	\$15.00	
Athletic Coach (Non Certificated Walk On Coach)	\$11.75	
Babysitter	\$11.75	
Choral Leader (up to 140 hours/year)	\$15.00	
Translators: Oral Interpreters	\$15.00	
Written Translators	\$20.00	
Yard Supervisors:	<u>K-6 & K-8 Jefferson</u>	<u>7-8</u>
	Entry	\$11.75 \$12.22
	Step 2 ¹	\$12.22 \$12.71
	Step 3 ¹	\$12.71 \$13.22
	Step 4 ¹	\$13.22 \$13.75
	Step 5 ¹	\$13.75 \$14.30
	Super Max. ²	\$14.30 \$14.87
¹ Annual advancement to Steps 2 through 5 requires satisfactory attendance and job performance and approval by the Superintendent or designee. ² Advancement to the Super Maximum Step requires a minimum of 10 years of regular service in any capacity at the Hanford Elementary School District, satisfactory attendance and job performance, and approval by the Superintendent or designee.		
Substitutes	Lowest Rate for appropriate position	

Adopted: XX/XX/17

Effective: 01/01/18

HANFORD ELEMENTARY SCHOOL DISTRICT

2017-2018 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE*

Effective January 1, 2018

Range	Position	Hourly Rate**
1S		\$11.79
2S		\$12.38
3S	Clerk Trainee	\$13.00
4S		\$13.65
5S	Clerk Typist I Food Service Worker I Instructional Aide	\$14.33
6S	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	\$15.05
7S	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	\$15.80
8S	Account Clerk II Clerk Typist II Cook/Baker Food Service Utility Worker Media Services Aide	\$16.59
9S	Bilingual Clerk Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	\$17.42
10S	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician READY Site Lead Secretary	\$18.29

Range	Position	Hourly Rate**
11S	Bilingual Health Care Assistant Dispatcher Irrigation Specialist <u>Licensed Vocational Nurse</u> Lead Custodian	\$19.21
12S	Account Technician I <u>Licensed Vocational Nurse (Bilingual)</u> Warehouse/Reprographics and Mail Technician	\$20.17
13S	Head Custodian Maintenance Worker II Mechanic Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	\$21.18
14S	Administrative Secretary I	\$22.24
15S	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	\$23.35
16S	Account Technician III Community Day School Specialist <u>DSF Work Control Technician</u> Educational Interpreter Student Specialist	\$24.51
17S	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	\$25.74
18S	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	\$27.03
19S		\$28.38
20S		\$29.80

*Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Health Care Assistant, Bilingual Health Care Assistant, Educational Interpreter, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

**93.5% of CSEA Schedule, Step 1

Adopted: XX/XX/17

A G R E E M E N T

BETWEEN

CALIFORNIA STATE UNIVERSITY, FRESNO
CHHS/SCHOOL OF NURSING

AND

HANFORD ELEMENTARY SCHOOL DISTRICT

THIS AGREEMENT, made and entered into **September 6, 2017**, pursuant to Education Code 89036, by and between the TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, hereinafter called the "Trustees", on behalf of CALIFORNIA STATE UNIVERSITY, FRESNO, hereinafter called the "Institution", and **HANFORD ELEMENTARY SCHOOL DISTRICT** hereinafter called the "Agency".

W I T N E S S E T H:

WHEREAS, the Trustees have approved a Nursing Program for the Institution and such program requires clinical nursing experience and the use of clinical facilities; and

WHEREAS, the State Board of Nursing Education and Nurse Registration has heretofore accredited the Institution as a School of Nursing under the Nursing Practice Act; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the Institution's Nursing Program use the facilities of the Agency for their field experience.

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived there from, the parties hereto agree as follows:

I. AGENCY SHALL:

- A. Permit each student who is designated by the Institution pursuant to Paragraph II.A below to receive clinical experience at the Agency and shall furnish and permit such students and Institution's instructors free access to appropriate clinical facilities for such clinical experience;
- B. Furnish appropriate facilities, in such a manner that there will be no conflicts in the use thereof between the Institution's students and students from other educational institutions, if any.
- C. Maintain the Agency facilities used for the clinical experience in such a manner that said facilities shall conform to all requirements of applicable State Board(s), and/or Business and Professions Codes.
- D. Assure that staff is adequate in number and quality to insure safe and continuous management of the student program in cooperation with the field coordinator.
- E. Provide instructors and students taking part in the field experience, whenever possible, the following:

**AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY, FRESNO; CHHS /
SCHOOL OF NURSING & HANFORD ELEMENTARY SCHOOL DISTRICT**

1. A conference-type space suitably furnished for small groups.
 2. A storage area for instructional materials
 3. Access for each instructor to the medical library.
 4. A lecture room equipped with desks and chairs.
 5. Field transportation, if appropriate.
 6. Lockers for each instructor.
 7. Other incidentals that may be mutually agreeable
- F. Provide emergency first aid for any student who becomes sick or injured by conditions arising out of or in the course of said student's participation in the clinical experience at the Agency. Provide medical examinations or other protective measures that may be required by the Agency in addition to the health examination provided by the Institution.
- G. Permit and encourage members of the resident staff and attending medical staff of the Agency to participate in the instructional phase of the clinical experience.
- H. Permit the Agency's designated personnel to attend meetings of the Institution's Faculty, or any committee thereof, to coordinate the clinical experience program provided for under this agreement.
- I. The Agency may, if it desires, require the Institution's instructors and students to conform with Agency's policies of keeping an accurate record of the time reporting in and leaving the Agency daily.
- J. Have the right, after consultation with the Institution, to refuse to accept for further clinical experience any of the Institution's students who in the Agency's judgment, are not participating satisfactorily.
- K. Notify the Institution's clinical instructors, in advance, of any change in the Agency's appointments.
- L. As trainees, and solely for the purposes provided in this section, the students shall be considered members of the Agency's "workforce" as defined by the HIPAA regulations of 45 CFR Section 160.103, and shall be subject to Agency's policies protecting the confidentiality of personal health information, as well as any other confidential information that may arise out of performance of this agreement. Agency shall provide the students with substantially the same training that it provides to its employees for such purposes.

II. TRUSTEES, THROUGH THE INSTITUTION SHALL:

- A. Designate the students who are enrolled in the Program of the Institution to be assigned for clinical experience at the Agency, in such numbers as are mutually agreed to by both parties.
- B. Establish a rotational plan for the clinical experience by mutual agreement between the Agency's Superintendent and the Institution's Coordinator or their duly authorized representative(s).

**AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY, FRESNO; CHHS /
SCHOOL OF NURSING & HANFORD ELEMENTARY SCHOOL DISTRICT**

- C. Supervise all instruction and clinical experience given at the Agency to the assigned students and provide the necessary instructors for the clinical experience program provided for under this agreement.
- D. Keep all attendance and academic records of students participating in said program.
- E. Certify to Agency at the time each student first reports at Agency to participate in said program that said student will comply with the Health Plan for Students.
- F. Advise students to be professional in conduct and activities while at the Agency. Require every student to conform to all applicable Agency policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the Institution and Agency.
- G. Require Institution's instructors to notify Agency's in advance of:
 - 1. Student schedules
 - 2. Placement of students in clinical assignments.
 - 3. Changes in clinical assignments.
- H. In consultation and coordination with the Agency's representatives, plan for the clinical experience to be provided to students under this agreement.
- I. In consultation and coordination with the Agency's staff arrange for periodic conferences between appropriate representatives of the Institution and Agency to evaluate the clinical experience of the program.
- J. Provide and be responsible for the care and control of the Institution's education supplies, materials, and equipment used for instruction during said program.
- K. Distribute to each student, a statement which explains the hazards of drug abuse in the profession.
- L. Provide Worker's Compensation Insurance coverage to students for injury or disease arising out of the Agency's facility while participating in the Institution's Nursing Program.
- M. Provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance only applies if both parties have signed this Agreement. Proof of such coverage will be provided upon request to the Agency.

III. GENERAL PROVISIONS

- A. This agreement shall become effective on the date of countersignature and shall continue for a period of three (3) years provided; however, it may be terminated by either party after giving the other party sixty (60) days advance written notice of its intentions to so terminate.
- B. Institution shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this agreement. Agency shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the

**AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY, FRESNO; CHHS /
SCHOOL OF NURSING & HANFORD ELEMENTARY SCHOOL DISTRICT**

performance of this agreement. It is the intention of Institution and Agency that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective officers, agents and employees.

- C. There shall be no monetary obligation on the Institution or the Agency, one to the other.
- D. This agreement may at any time be altered, changed or amended by mutual agreement of the parties in writing. Additionally, this agreement is not legal and binding upon any of the parties concerned until signed on behalf of the Trustees by the Institution, and the Agency.
- E. Any written notice given under this Paragraph III shall be sent by registered mail to each address below:

California State University, Fresno
Purchasing Department
5150 N. Maple Avenue
Fresno, CA 93740-0111

California State University, Fresno
College of Health & Human Services, School of Nursing
2345 E. San Ramon, Mail Stop MH25
Fresno, CA 93740-8031

HANFORD ELEMENTARY SCHOOL DISTRICT

714 N. White St.
Hanford, CA 93230
559.585.3613

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

INSTITUTION:
CALIFORNIA STATE UNIVERSITY, FRESNO

AGENCY:
HANFORD ELEMENTARY SCHOOL DISTRICT

By _____ Date _____
Brian Cotham, Director
Procurement & Support Services

By _____ Date _____

Name _____

By _____ Date _____
Lisa Kao
Risk Manager

Title _____

By _____ Date _____
Dr. F. Ndidi U. Griffin-Myers
Program Director/Chair, School of Nursing

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☐ Board Meeting
☒ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider the adoption of Resolution # 8-18: 17-18 budget revisions #2

PURPOSE:

The Kings County Office of Education requires a formal budget revision with the approval of any collective bargaining agreement. Attached are the budget revisions resulting from the negotiations of the Classified collective bargaining agreement, Management/Confidential salary schedules and various other updates to the budget.

FISCAL IMPACT:

See attached

RECOMMENDATIONS:

Adopt Resolution # 8-18.

Total General Fund Budget Comparison

243/281

	17/18 state adopted	17/18 working	Difference	Comments
BEGINNING BALANCE				
Net Beginning Balance	\$9,969,485	\$10,017,986		
REVENUES				
Local Control Funding Formula Sources	\$52,506,891	\$52,277,979	(\$228,912)	Reduction of average unduplicated percentage from 83.95% to 82.60%
Federal Revenues	\$3,121,326	\$4,027,513	\$906,187	\$906k Title I carryover
Other State Revenues	\$5,498,105	\$5,576,775	\$78,670	\$79k increase in CA Clean Energy funding
Other Local Revenues	\$2,086,347	\$2,152,524	\$66,177	\$32k special education transfer
Total Revenues	\$63,212,669	\$64,034,791	\$822,122	
EXPENDITURES				
Certificated Salaries	\$26,502,694	\$26,752,924	\$250,230	Addition of 2 teaching FTE / 1 Social Worker FTE / \$97k management settlement
Classified Salaries	\$10,405,592	\$10,593,536	\$187,944	\$157k Classified settlement / \$55k management settlement
Employee Benefits	\$15,637,197	\$15,814,002	\$176,805	Benefits associated with additional positions / \$77k Classified settlement / \$73k management settlement
Books and Supplies	\$3,941,778	\$4,939,444	\$997,666	\$104k increase to site budgets / \$45k increase to furniture budget / \$906k tablet purchase
Services, Oth Oper Exp	\$3,587,477	\$3,618,578	\$31,101	\$45k camera installation
Capital Outlay	\$437,989	\$431,707	(\$6,282)	
Other Outgo	\$1,315,265	\$1,315,583	\$318	
Direct/Indirect Support	(\$334,000)	(\$334,000)	\$0	
Total Expenditures	\$61,493,992	\$63,131,773	\$1,637,781	
OTHER FINANCING SOURCES/USES				
Transfers				
Transfers In	\$0	\$0	\$0	
Transfers Out	\$797,181	\$797,181	\$0	
Other Sources/Uses				
Sources	\$0	\$0	\$0	
Contributions	\$0	\$0	\$0	
Total, Other Financing Sources/Uses	(\$797,181)	(\$797,181)	\$0	
NET INCREASE (DECREASE) IN FUND BALANCE	\$921,497	\$105,837	(\$815,659)	
ENDING FUND BALANCE	\$10,890,981	\$10,123,823	(\$815,659)	

Total Charter Fund Budget Comparison

244/281

BEGINNING BALANCE

Net Beginning Balance

REVENUES

Local Control Funding Formula Sources

Federal Revenues

Other State Revenues

Other Local Revenues

Total Revenues

EXPENDITURES

Certificated Salaries

Classified Salaries

Employee Benefits

Books and Supplies

Services, Oth Oper Exp

Capital Outlay

Other Outgo

Direct/Indirect Support

Total Expenditures

OTHER FINANCING SOURCES/USES

Transfers

Transfers In

Transfers Out

Other Sources/Uses

Sources

Contributions

Total, Other Financing Sources/Uses

NET INCREASE (DECREASE) IN FUND BALANCE

ENDING FUND BALANCE

17/18 state adopted	17/18 working	Difference	Comments
\$361,412	\$361,412		
\$3,709,041	\$3,696,898	(\$12,143)	Reduction of average unduplicated percentage from 50.50% to 47.58%
\$0	\$0	\$0	
\$282,388	\$330,346	\$47,958	\$48k increase in CA Clean Energy funding
\$9,351	\$9,351	\$0	
\$4,000,780	\$4,036,595	\$35,815	
\$1,662,917	\$1,675,837	\$12,920	Staffing updates
\$0	\$0	\$0	
\$686,221	\$689,533	\$3,312	Benefits from staffing updates
\$142,402	\$130,359	(\$12,043)	(\$13k) moved to other services from supplies
\$1,262,462	\$1,275,462	\$13,000	\$13k moved to other services from supplies
\$5,010	\$5,010	\$0	
\$0	\$0	\$0	
\$185,000	\$185,000	\$0	
\$3,944,012	\$3,961,201	\$17,189	
\$0	\$0	\$0	
\$66,750	\$66,750	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
(\$66,750)	(\$66,750)	\$0	
(\$9,982)	\$8,644	\$18,626	
\$351,430	\$370,056	\$18,626	

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

245/281

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 8-18

NOW, THEREFORE, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on 09/27/2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Clerk of the Governing Board

Pending Budget Revision
Control Number 20180007

ResolutionNo. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
0100-0000-0-0000-0000-801100-000-0000	\$43,974,748.00	(\$228,912.00)	\$43,745,836.00
0100-0000-0-0000-0000-865000-000-0000	\$10,000.00	\$10,000.00	\$20,000.00
0100-0000-0-0000-0000-869900-061-2561	\$330,000.00	\$20,000.00	\$350,000.00
0100-0000-0-0000-0000-898000-000-0000	(\$12,955,666.00)	(\$183,431.72)	(\$13,139,097.72)
0100-0000-0-0000-0000-898030-000-0000	(\$2,259,360.00)	(\$15,791.00)	(\$2,275,151.00)
0100-0097-0-0000-0000-869900-000-0000	\$22,660.00	\$4,229.00	\$26,889.00
0100-0332-0-0000-0000-898000-000-0000	\$12,806,491.00	\$260,695.72	\$13,067,186.72
0100-0332-0-0000-0000-898000-062-0000	(\$92,163.00)	(\$20,295.00)	(\$112,458.00)
0100-1100-0-0000-0000-898000-000-0000	(\$561,750.00)	(\$7,544.78)	(\$569,294.78)
0100-1100-0-0000-0000-898000-026-0000	\$43,472.00	\$228.00	\$43,700.00
0100-1100-0-0000-0000-898000-027-0000	\$38,000.00	\$1,456.78	\$39,456.78
0100-1100-0-0000-0000-898000-029-0000	\$34,656.00	\$456.00	\$35,112.00
0100-1100-0-0000-0000-898000-031-0000	\$115,993.00	\$5,404.00	\$121,397.00
0100-3010-0-0000-0000-829000-000-0000	\$2,284,654.00	\$916,260.00	\$3,200,914.00
0100-3010-0-0000-0000-899000-000-0000	(\$787,536.00)	(\$909,994.00)	(\$1,697,530.00)
0100-3150-0-0000-0000-899000-000-0000	\$787,536.00	\$909,994.00	\$1,697,530.00
0100-3310-0-5770-0000-818100-000-0000	\$203,150.00	\$2,311.00	\$205,461.00
0100-3310-0-5770-0000-898000-000-0000	\$7,605.00	\$1,406.00	\$9,011.00
0100-3311-0-5770-0000-818100-000-0000	\$265.00	\$318.00	\$583.00
0100-3327-0-5771-0000-818200-000-0000	\$82,370.00	(\$15,941.00)	\$66,429.00
0100-4035-0-0000-0000-829000-000-0000	\$294,351.00	\$3,239.00	\$297,590.00
0100-6010-0-0000-0000-898000-000-0000	\$92,163.00	\$20,295.00	\$112,458.00
0100-6230-0-0000-0000-859000-000-0000	\$236,330.00	\$78,670.00	\$315,000.00
0100-6230-0-0000-0000-898000-000-0000	\$121,570.00	(\$78,670.00)	\$42,900.00
0100-6500-0-5770-0000-879200-000-0000	\$1,537,657.00	\$31,948.00	\$1,569,605.00
0100-6500-0-5770-0000-898030-000-0000	\$2,259,360.00	\$15,791.00	\$2,275,151.00
***Income Total	<u>\$48,626,556.00</u>	<u>\$822,122.00</u>	<u>\$49,448,678.00</u>
Expenses			
0100-0000-0-0000-2700-320200-029-0000	\$16,785.00	\$277.00	\$17,062.00
0100-0000-0-0000-2700-320200-030-0000	\$21,562.00	\$356.00	\$21,918.00
0100-0000-0-0000-2700-320200-031-0000	\$21,939.00	\$347.00	\$22,286.00
0100-0000-0-0000-2100-130000-053-0000	\$141,600.00	\$2,438.00	\$144,038.00
0100-0000-0-0000-2100-130000-062-0000	\$141,600.00	\$2,438.00	\$144,038.00
0100-0000-0-0000-2100-240000-062-0000	\$111,639.00	\$1,960.00	\$113,599.00
0100-0000-0-0000-2100-310100-053-0000	\$20,433.00	\$352.00	\$20,785.00
0100-0000-0-0000-2100-310100-062-0000	\$20,433.00	\$352.00	\$20,785.00
0100-0000-0-0000-2100-320200-062-0000	\$17,572.00	\$304.00	\$17,876.00
0100-0000-0-0000-2100-330100-053-0000	\$2,053.00	\$36.00	\$2,089.00
0100-0000-0-0000-2100-330100-062-0000	\$2,053.00	\$36.00	\$2,089.00
0100-0000-0-0000-2100-330200-062-0000	\$8,655.00	\$150.00	\$8,805.00
0100-0000-0-0000-2100-340100-053-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2100-340100-062-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2100-340200-062-0000	\$19,327.00	\$672.00	\$19,999.00

Pending Budget Revision
Control Number 20180007

ResolutionNo. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-2100-350100-053-0000	\$70.00	\$2.00	\$72.00
0100-0000-0-0000-2100-350100-062-0000	\$71.00	\$1.00	\$72.00
0100-0000-0-0000-2100-350200-062-0000	\$57.00	\$1.00	\$58.00
0100-0000-0-0000-2100-360100-053-0000	\$2,676.00	\$46.00	\$2,722.00
0100-0000-0-0000-2100-360100-062-0000	\$2,676.00	\$46.00	\$2,722.00
0100-0000-0-0000-2100-360200-062-0000	\$2,138.00	\$37.00	\$2,175.00
0100-0000-0-0000-2700-130000-022-0000	\$118,927.00	\$2,106.00	\$121,033.00
0100-0000-0-0000-2700-130000-023-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-024-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-025-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-026-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-027-0000	\$118,927.00	\$2,106.00	\$121,033.00
0100-0000-0-0000-2700-130000-028-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-029-0000	\$118,927.00	\$2,106.00	\$121,033.00
0100-0000-0-0000-2700-130000-030-0000	\$120,927.00	\$2,106.00	\$123,033.00
0100-0000-0-0000-2700-130000-031-0000	\$122,927.00	\$2,106.00	\$125,033.00
0100-0000-0-0000-2700-240000-020-0021	\$108,158.00	\$1,818.00	\$109,976.00
0100-0000-0-0000-2700-240000-022-0000	\$131,219.00	\$2,182.00	\$133,401.00
0100-0000-0-0000-2700-240000-023-0000	\$103,267.00	\$1,780.00	\$105,047.00
0100-0000-0-0000-2700-240000-024-0000	\$128,129.00	\$2,184.00	\$130,313.00
0100-0000-0-0000-2700-240000-025-0000	\$107,153.00	\$1,804.00	\$108,957.00
0100-0000-0-0000-2700-240000-026-0000	\$127,291.00	\$2,102.00	\$129,393.00
0100-0000-0-0000-2700-240000-027-0000	\$106,431.00	\$1,694.00	\$108,125.00
0100-0000-0-0000-2700-240000-028-0000	\$111,042.00	\$1,824.00	\$112,866.00
0100-0000-0-0000-2700-240000-029-0000	\$105,153.00	\$1,804.00	\$106,957.00
0100-0000-0-0000-2700-240000-030-0000	\$134,717.00	\$2,293.00	\$137,010.00
0100-0000-0-0000-2700-240000-031-0000	\$137,147.00	\$2,232.00	\$139,379.00
0100-0000-0-0000-2700-310100-022-0000	\$17,161.00	\$304.00	\$17,465.00
0100-0000-0-0000-2700-310100-023-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-024-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-025-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-026-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-027-0000	\$17,161.00	\$304.00	\$17,465.00
0100-0000-0-0000-2700-310100-028-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-029-0000	\$17,161.00	\$304.00	\$17,465.00
0100-0000-0-0000-2700-310100-030-0000	\$17,450.00	\$304.00	\$17,754.00
0100-0000-0-0000-2700-310100-031-0000	\$17,738.00	\$304.00	\$18,042.00
0100-0000-0-0000-2700-320200-020-0021	\$17,315.00	\$282.00	\$17,597.00
0100-0000-0-0000-2700-320200-022-0000	\$20,833.00	\$339.00	\$21,172.00
0100-0000-0-0000-2700-320200-023-0000	\$16,492.00	\$276.00	\$16,768.00
0100-0000-0-0000-2700-320200-024-0000	\$20,353.00	\$339.00	\$20,692.00
0100-0000-0-0000-2700-320200-025-0000	\$17,095.00	\$280.00	\$17,375.00
0100-0000-0-0000-2700-320200-026-0000	\$20,223.00	\$326.00	\$20,549.00
0100-0000-0-0000-2700-320200-027-0000	\$16,983.00	\$263.00	\$17,246.00

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-2700-320200-028-0000	\$17,699.00	\$283.00	\$17,982.00
0100-0000-0-0000-2700-330100-022-0000	\$1,724.00	\$31.00	\$1,755.00
0100-0000-0-0000-2700-330100-023-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-024-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-025-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-026-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-027-0000	\$1,724.00	\$31.00	\$1,755.00
0100-0000-0-0000-2700-330100-028-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-029-0000	\$1,724.00	\$31.00	\$1,755.00
0100-0000-0-0000-2700-330100-030-0000	\$1,753.00	\$31.00	\$1,784.00
0100-0000-0-0000-2700-330100-031-0000	\$1,782.00	\$31.00	\$1,813.00
0100-0000-0-0000-2700-330200-020-0021	\$8,526.00	\$142.00	\$8,668.00
0100-0000-0-0000-2700-330200-022-0000	\$10,261.00	\$167.00	\$10,428.00
0100-0000-0-0000-2700-330200-023-0000	\$8,123.00	\$136.00	\$8,259.00
0100-0000-0-0000-2700-330200-024-0000	\$10,025.00	\$167.00	\$10,192.00
0100-0000-0-0000-2700-330200-025-0000	\$8,420.00	\$138.00	\$8,558.00
0100-0000-0-0000-2700-330200-026-0000	\$9,961.00	\$161.00	\$10,122.00
0100-0000-0-0000-2700-330200-027-0000	\$8,365.00	\$130.00	\$8,495.00
0100-0000-0-0000-2700-330200-028-0000	\$8,718.00	\$139.00	\$8,857.00
0100-0000-0-0000-2700-330200-029-0000	\$8,267.00	\$138.00	\$8,405.00
0100-0000-0-0000-2700-330200-030-0000	\$10,621.00	\$175.00	\$10,796.00
0100-0000-0-0000-2700-330200-031-0000	\$10,806.00	\$171.00	\$10,977.00
0100-0000-0-0000-2700-340100-022-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-023-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-024-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-025-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-026-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-027-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-028-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-029-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-030-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340100-031-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-2700-340200-020-0021	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-022-0000	\$26,377.00	\$840.00	\$27,217.00
0100-0000-0-0000-2700-340200-023-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-024-0000	\$26,377.00	\$840.00	\$27,217.00
0100-0000-0-0000-2700-340200-025-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-026-0000	\$26,377.00	\$840.00	\$27,217.00
0100-0000-0-0000-2700-340200-027-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-028-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-029-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-2700-340200-030-0000	\$26,377.00	\$840.00	\$27,217.00
0100-0000-0-0000-2700-340200-031-0000	\$26,377.00	\$840.00	\$27,217.00
0100-0000-0-0000-2700-350100-022-0000	\$59.00	\$2.00	\$61.00

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-2700-350100-023-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-024-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-025-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-026-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-027-0000	\$59.00	\$2.00	\$61.00
0100-0000-0-0000-2700-350100-028-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-029-0000	\$59.00	\$2.00	\$61.00
0100-0000-0-0000-2700-350100-030-0000	\$60.00	\$2.00	\$62.00
0100-0000-0-0000-2700-350100-031-0000	\$61.00	\$2.00	\$63.00
0100-0000-0-0000-2700-350200-020-0021	\$56.00	\$1.00	\$57.00
0100-0000-0-0000-2700-350200-022-0000	\$67.00	\$1.00	\$68.00
0100-0000-0-0000-2700-350200-023-0000	\$53.00	\$1.00	\$54.00
0100-0000-0-0000-2700-350200-024-0000	\$66.00	\$1.00	\$67.00
0100-0000-0-0000-2700-350200-025-0000	\$55.00	\$1.00	\$56.00
0100-0000-0-0000-2700-350200-026-0000	\$65.00	\$1.00	\$66.00
0100-0000-0-0000-2700-350200-027-0000	\$55.00	\$1.00	\$56.00
0100-0000-0-0000-2700-350200-028-0000	\$57.00	\$1.00	\$58.00
0100-0000-0-0000-2700-350200-029-0000	\$54.00	\$1.00	\$55.00
0100-0000-0-0000-2700-350200-030-0000	\$69.00	\$2.00	\$71.00
0100-0000-0-0000-2700-350200-031-0000	\$71.00	\$1.00	\$72.00
0100-0000-0-0000-2700-360100-022-0000	\$2,248.00	\$40.00	\$2,288.00
0100-0000-0-0000-2700-360100-023-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-024-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-025-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-026-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-027-0000	\$2,248.00	\$40.00	\$2,288.00
0100-0000-0-0000-2700-360100-028-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-029-0000	\$2,248.00	\$40.00	\$2,288.00
0100-0000-0-0000-2700-360100-030-0000	\$2,286.00	\$39.00	\$2,325.00
0100-0000-0-0000-2700-360100-031-0000	\$2,323.00	\$40.00	\$2,363.00
0100-0000-0-0000-2700-360200-020-0021	\$2,107.00	\$34.00	\$2,141.00
0100-0000-0-0000-2700-360200-022-0000	\$2,535.00	\$41.00	\$2,576.00
0100-0000-0-0000-2700-360200-023-0000	\$2,007.00	\$34.00	\$2,041.00
0100-0000-0-0000-2700-360200-024-0000	\$2,477.00	\$41.00	\$2,518.00
0100-0000-0-0000-2700-360200-025-0000	\$2,080.00	\$34.00	\$2,114.00
0100-0000-0-0000-2700-360200-026-0000	\$2,461.00	\$40.00	\$2,501.00
0100-0000-0-0000-2700-360200-027-0000	\$2,067.00	\$32.00	\$2,099.00
0100-0000-0-0000-2700-360200-028-0000	\$2,154.00	\$34.00	\$2,188.00
0100-0000-0-0000-2700-360200-029-0000	\$2,043.00	\$34.00	\$2,077.00
0100-0000-0-0000-2700-360200-030-0000	\$2,624.00	\$43.00	\$2,667.00
0100-0000-0-0000-2700-360200-031-0000	\$2,670.00	\$42.00	\$2,712.00
0100-0000-0-0000-3120-120000-062-0000	\$159,725.00	(\$5,217.00)	\$154,508.00
0100-0000-0-0000-3120-310100-062-0000	\$23,048.00	(\$753.00)	\$22,295.00
0100-0000-0-0000-3120-330100-062-0000	\$2,316.00	(\$76.00)	\$2,240.00

ResolutionNo. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-3120-340100-062-0000	\$19,681.00	(\$396.00)	\$19,285.00
0100-0000-0-0000-3120-350100-062-0000	\$80.00	(\$3.00)	\$77.00
0100-0000-0-0000-3120-360100-062-0000	\$3,019.00	(\$99.00)	\$2,920.00
0100-0000-0-0000-3600-220000-014-0000	\$264,239.00	\$4,984.00	\$269,223.00
0100-0000-0-0000-3600-220001-014-0000	\$236,365.00	\$4,392.00	\$240,757.00
0100-0000-0-0000-3600-320200-014-0000	\$86,990.00	\$1,456.00	\$88,446.00
0100-0000-0-0000-3600-330200-014-0000	\$42,848.00	\$717.00	\$43,565.00
0100-0000-0-0000-3600-340200-014-0000	\$100,607.00	\$2,856.00	\$103,463.00
0100-0000-0-0000-3600-350200-014-0000	\$280.00	\$5.00	\$285.00
0100-0000-0-0000-3600-360200-014-0000	\$10,586.00	\$177.00	\$10,763.00
0100-0000-0-0000-3600-571020-014-0000	(\$60,875.00)	(\$51,625.00)	(\$112,500.00)
0100-0000-0-0000-3600-571020-014-0174	(\$118,500.00)	\$57,625.00	(\$60,875.00)
0100-0000-0-0000-7110-340200-002-0000	\$67,865.00	\$2,520.00	\$70,385.00
0100-0000-0-0000-7110-530000-002-0000	\$0.00	\$11,945.00	\$11,945.00
0100-0000-0-0000-7150-130000-002-0000	\$182,234.00	\$3,226.00	\$185,460.00
0100-0000-0-0000-7150-240000-002-0000	\$66,015.00	\$1,157.00	\$67,172.00
0100-0000-0-0000-7150-310100-002-0000	\$26,296.00	\$466.00	\$26,762.00
0100-0000-0-0000-7150-320200-002-0000	\$10,408.00	\$180.00	\$10,588.00
0100-0000-0-0000-7150-330100-002-0000	\$2,642.00	\$47.00	\$2,689.00
0100-0000-0-0000-7150-330200-002-0000	\$5,127.00	\$88.00	\$5,215.00
0100-0000-0-0000-7150-340100-002-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-7150-340200-002-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0000-0-0000-7150-350100-002-0000	\$91.00	\$2.00	\$93.00
0100-0000-0-0000-7150-360100-002-0000	\$3,444.00	\$61.00	\$3,505.00
0100-0000-0-0000-7150-360200-002-0000	\$1,267.00	\$21.00	\$1,288.00
0100-0000-0-0000-7150-530000-002-0000	\$13,945.00	(\$11,945.00)	\$2,000.00
0100-0000-0-0000-7210-731000-000-0000	(\$463,993.37)	\$1,000.00	(\$462,993.37)
0100-0000-0-0000-7300-230000-004-0000	\$277,304.00	\$4,907.00	\$282,211.00
0100-0000-0-0000-7300-240000-004-0000	\$352,415.00	\$6,911.00	\$359,326.00
0100-0000-0-0000-7300-320200-004-0000	\$98,003.00	\$1,836.00	\$99,839.00
0100-0000-0-0000-7300-330200-004-0000	\$48,273.00	\$904.00	\$49,177.00
0100-0000-0-0000-7300-340200-004-0000	\$91,468.00	\$2,940.00	\$94,408.00
0100-0000-0-0000-7300-350200-004-0000	\$316.00	\$5.00	\$321.00
0100-0000-0-0000-7300-360200-004-0000	\$11,926.00	\$224.00	\$12,150.00
0100-0000-0-0000-7400-130000-003-0000	\$139,600.00	\$2,438.00	\$142,038.00
0100-0000-0-0000-7400-240000-003-0000	\$508,895.00	\$5,867.00	\$514,762.00
0100-0000-0-0000-7400-310100-003-0000	\$20,144.00	\$352.00	\$20,496.00
0100-0000-0-0000-7400-320200-003-0000	\$79,130.00	\$911.00	\$80,041.00
0100-0000-0-0000-7400-330100-003-0000	\$2,024.00	\$36.00	\$2,060.00
0100-0000-0-0000-7400-330200-003-0000	\$38,976.00	\$449.00	\$39,425.00
0100-0000-0-0000-7400-340100-003-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0332-0-0000-3110-120000-020-0000	\$430,418.00	\$7,625.00	\$438,043.00
0100-0000-0-0000-7400-340200-003-0000	\$82,735.00	\$3,024.00	\$85,759.00
0100-0000-0-0000-7400-350100-003-0000	\$70.00	\$1.00	\$71.00

Pending Budget Revision
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Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-7400-350200-003-0000	\$255.00	\$3.00	\$258.00
0100-0000-0-0000-7400-360100-003-0000	\$2,638.00	\$47.00	\$2,685.00
0100-0000-0-0000-7400-360200-003-0000	\$9,629.00	\$111.00	\$9,740.00
0100-0000-0-0000-7550-240000-015-0000	\$55,770.00	\$1,067.00	\$56,837.00
0100-0000-0-0000-7550-320200-015-0000	\$8,662.00	\$165.00	\$8,827.00
0100-0000-0-0000-7550-330200-015-0000	\$4,266.00	\$82.00	\$4,348.00
0100-0000-0-0000-7550-340200-015-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0000-0-0000-7550-360200-015-0000	\$1,054.00	\$20.00	\$1,074.00
0100-0000-0-0000-7550-571030-015-0000	(\$134,595.00)	(\$1,500.00)	(\$136,095.00)
0100-0000-0-0000-7700-230000-061-0000	\$132,970.00	\$2,320.00	\$135,290.00
0100-0000-0-0000-7700-240000-061-0000	\$71,640.00	\$1,440.00	\$73,080.00
0100-0000-0-0000-7700-320200-061-0000	\$31,902.00	\$584.00	\$32,486.00
0100-0000-0-0000-7700-330200-061-0000	\$15,714.00	\$288.00	\$16,002.00
0100-0000-0-0000-7700-340200-061-0000	\$25,080.00	\$840.00	\$25,920.00
0100-0000-0-0000-7700-350200-061-0000	\$103.00	\$2.00	\$105.00
0100-0000-0-0000-7700-360200-061-0000	\$3,882.00	\$71.00	\$3,953.00
0100-0000-0-0000-7700-430000-010-0000	\$0.00	\$3,837.00	\$3,837.00
0100-0000-0-0000-7700-440000-010-0000	\$0.00	\$16,163.10	\$16,163.10
0100-0000-0-0000-7700-440000-061-0000	\$20,000.00	\$7,500.00	\$27,500.00
0100-0000-0-0000-7700-580000-061-0000	\$207,000.00	(\$47,000.00)	\$160,000.00
0100-0000-0-0000-7700-580011-061-0000	\$0.00	\$47,000.00	\$47,000.00
0100-0000-0-0000-7700-590010-061-0000	\$10,200.00	(\$10,200.00)	\$0.00
0100-0000-0-0000-7700-590010-061-2561	\$15,000.00	(\$15,000.00)	\$0.00
0100-0000-0-0000-7700-650000-061-2561	\$35,000.00	(\$7,500.00)	\$27,500.00
0100-0000-0-0000-8200-220000-012-0000	\$362,855.00	\$6,348.00	\$369,203.00
0100-0000-0-0000-8200-220000-016-0000	\$1,174,846.00	\$20,492.00	\$1,195,338.00
0100-0000-0-0000-8200-220000-016-0021	\$99,338.00	\$1,773.00	\$101,111.00
0100-0000-0-0000-8200-220000-017-0000	\$185,009.00	\$3,268.00	\$188,277.00
0100-0000-0-0000-8200-240000-010-0000	\$33,401.00	\$566.00	\$33,967.00
0100-0000-0-0000-8200-320200-010-0000	\$5,187.00	\$88.00	\$5,275.00
0100-0000-0-0000-8200-320200-012-0000	\$57,456.00	\$986.00	\$58,442.00
0100-0000-0-0000-8200-320200-016-0000	\$185,603.00	\$3,182.00	\$188,785.00
0100-0000-0-0000-8200-320200-016-0021	\$16,026.00	\$276.00	\$16,302.00
0100-0000-0-0000-8200-320200-017-0000	\$29,930.00	\$507.00	\$30,437.00
0100-0000-0-0000-8200-330200-010-0000	\$2,555.00	\$43.00	\$2,598.00
0100-0000-0-0000-8200-330200-012-0000	\$28,301.00	\$485.00	\$28,786.00
0100-0000-0-0000-8200-330200-016-0000	\$91,421.00	\$1,568.00	\$92,989.00
0100-0000-0-0000-8200-330200-016-0021	\$7,894.00	\$136.00	\$8,030.00
0100-0000-0-0000-8200-330200-017-0000	\$14,742.00	\$250.00	\$14,992.00
0100-0000-0-0000-8200-340200-010-0000	\$6,787.00	\$252.00	\$7,039.00
0100-0000-0-0000-8200-340200-012-0000	\$82,615.00	\$2,520.00	\$85,135.00
0100-0000-0-0000-8200-340200-016-0000	\$266,728.00	\$7,894.00	\$274,622.00
0100-0000-0-0000-8200-340200-016-0021	\$23,014.00	\$672.00	\$23,686.00
0100-0000-0-0000-8200-340200-017-0000	\$36,587.00	\$1,176.00	\$37,763.00

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-0000-8200-350200-012-0000	\$185.00	\$3.00	\$188.00
0100-0000-0-0000-8200-350200-016-0000	\$598.00	\$10.00	\$608.00
0100-0000-0-0000-8200-350200-017-0000	\$96.00	\$2.00	\$98.00
0100-0000-0-0000-8200-360200-010-0000	\$631.00	\$11.00	\$642.00
0100-0000-0-0000-8200-360200-012-0000	\$6,992.00	\$120.00	\$7,112.00
0100-0000-0-0000-8200-360200-016-0000	\$22,586.00	\$388.00	\$22,974.00
0100-0000-0-0000-8200-360200-016-0021	\$1,950.00	\$34.00	\$1,984.00
0100-0000-0-0000-8200-360200-017-0000	\$3,642.00	\$62.00	\$3,704.00
0100-0000-0-0000-8200-430000-012-0000	\$64,130.00	(\$1,218.00)	\$62,912.00
0100-0000-0-0000-8200-571040-017-0000	(\$35,037.00)	\$2,000.00	(\$33,037.00)
0100-0000-0-0000-8200-650000-012-0000	\$35,000.00	\$1,218.00	\$36,218.00
0100-0000-0-0000-8300-560000-061-0000	\$0.00	\$45,000.00	\$45,000.00
0100-0000-0-1110-1000-110000-020-0000	\$100,000.00	(\$100,000.00)	\$0.00
0100-0000-0-1110-1000-110000-022-0000	\$1,629,157.00	\$15,581.00	\$1,644,738.00
0100-0000-0-1110-1000-110000-023-0000	\$1,414,233.00	\$1,610.00	\$1,415,843.00
0100-0000-0-1110-1000-110000-024-0000	\$2,150,337.00	\$9,839.00	\$2,160,176.00
0100-0000-0-1110-1000-110000-026-0000	\$1,713,052.00	\$68,640.00	\$1,781,692.00
0100-0000-0-1110-1000-110000-027-0000	\$1,530,843.00	\$66,943.00	\$1,597,786.00
0100-0000-0-1110-1000-110000-028-0000	\$1,499,852.00	(\$56,344.00)	\$1,443,508.00
0100-0000-0-1110-1000-110000-029-0000	\$61,149.00	\$2,446.00	\$63,595.00
0100-0000-0-1110-1000-310100-001-0000	\$0.00	(\$30,000.00)	(\$30,000.00)
0100-0000-0-1110-1000-310100-020-0000	\$63,214.00	(\$14,430.00)	\$48,784.00
0100-0000-0-1110-1000-310100-022-0000	\$235,087.00	\$2,249.00	\$237,336.00
0100-0000-0-1110-1000-310100-023-0000	\$204,074.00	\$232.00	\$204,306.00
0100-0000-0-1110-1000-310100-024-0000	\$310,294.00	\$1,419.00	\$311,713.00
0100-0000-0-1110-1000-310100-026-0000	\$247,193.00	\$9,905.00	\$257,098.00
0100-0000-0-1110-1000-310100-027-0000	\$220,901.00	\$9,659.00	\$230,560.00
0100-0000-0-1110-1000-310100-028-0000	\$216,429.00	(\$8,131.00)	\$208,298.00
0100-0000-0-1110-1000-310100-029-0000	\$8,824.00	\$353.00	\$9,177.00
0100-0000-0-1110-1000-330100-020-0000	\$6,352.00	(\$1,450.00)	\$4,902.00
0100-0000-0-1110-1000-330100-022-0000	\$23,623.00	\$226.00	\$23,849.00
0100-0000-0-1110-1000-330100-023-0000	\$20,506.00	\$24.00	\$20,530.00
0100-0000-0-1110-1000-330100-024-0000	\$31,180.00	\$143.00	\$31,323.00
0100-0000-0-1110-1000-330100-026-0000	\$24,839.00	\$996.00	\$25,835.00
0100-0000-0-1110-1000-330100-027-0000	\$22,197.00	\$971.00	\$23,168.00
0100-0000-0-1110-1000-330100-028-0000	\$21,748.00	(\$817.00)	\$20,931.00
0100-0000-0-1110-1000-330100-029-0000	\$887.00	\$35.00	\$922.00
0100-0000-0-1110-1000-340100-001-0000	\$253,233.00	\$17,594.00	\$270,827.00
0100-0000-0-1110-1000-340100-026-0000	\$309,694.00	\$14,077.00	\$323,771.00
0100-0000-0-1110-1000-340100-027-0000	\$281,540.00	\$14,077.00	\$295,617.00
0100-0000-0-1110-1000-340100-028-0000	\$295,617.00	(\$14,077.00)	\$281,540.00
0100-0000-0-1110-1000-350100-020-0000	\$219.00	(\$50.00)	\$169.00
0100-0000-0-1110-1000-350100-022-0000	\$815.00	\$7.00	\$822.00
0100-0000-0-1110-1000-350100-023-0000	\$707.00	\$1.00	\$708.00

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0000-0-1110-1000-350100-024-0000	\$1,075.00	\$5.00	\$1,080.00
0100-0000-0-1110-1000-350100-026-0000	\$857.00	\$34.00	\$891.00
0100-0000-0-1110-1000-350100-027-0000	\$765.00	\$34.00	\$799.00
0100-0000-0-1110-1000-350100-028-0000	\$750.00	(\$28.00)	\$722.00
0100-0000-0-1110-1000-350100-029-0000	\$31.00	\$1.00	\$32.00
0100-0000-0-1110-1000-360100-020-0000	\$8,280.00	(\$1,890.00)	\$6,390.00
0100-0000-0-1110-1000-360100-022-0000	\$30,791.00	\$295.00	\$31,086.00
0100-0000-0-1110-1000-360100-023-0000	\$26,729.00	\$30.00	\$26,759.00
0100-0000-0-1110-1000-360100-024-0000	\$40,641.00	\$186.00	\$40,827.00
0100-0000-0-1110-1000-360100-026-0000	\$32,377.00	\$1,297.00	\$33,674.00
0100-0000-0-1110-1000-360100-027-0000	\$28,933.00	\$1,265.00	\$30,198.00
0100-0000-0-1110-1000-360100-028-0000	\$28,347.00	(\$1,065.00)	\$27,282.00
0100-0000-0-1110-1000-360100-029-0000	\$1,156.00	\$46.00	\$1,202.00
0100-0000-0-1110-1000-430000-010-0000	\$30,000.00	\$45,000.00	\$75,000.00
0100-0097-0-0000-7400-430000-003-0000	\$22,660.00	\$4,229.00	\$26,889.00
0100-0332-0-0000-2140-130000-055-0000	\$132,970.00	\$2,320.00	\$135,290.00
0100-0332-0-0000-2140-240000-051-0000	\$61,884.00	\$1,242.00	\$63,126.00
0100-0332-0-0000-2140-310100-055-0000	\$19,188.00	\$334.00	\$19,522.00
0100-0332-0-0000-2140-320200-051-0000	\$9,631.00	\$193.00	\$9,824.00
0100-0332-0-0000-2140-330100-055-0000	\$1,928.00	\$34.00	\$1,962.00
0100-0332-0-0000-2140-330200-051-0000	\$4,744.00	\$95.00	\$4,839.00
0100-0332-0-0000-2140-340100-055-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0332-0-0000-2140-340200-051-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-2140-350100-055-0000	\$66.00	\$2.00	\$68.00
0100-0332-0-0000-2140-350200-051-0000	\$31.00	\$1.00	\$32.00
0100-0332-0-0000-2140-360100-055-0000	\$2,513.00	\$44.00	\$2,557.00
0100-0332-0-0000-2140-360200-051-0000	\$1,172.00	\$24.00	\$1,196.00
0100-0332-0-0000-2150-130000-005-0000	\$66,485.00	\$1,160.00	\$67,645.00
0100-0332-0-0000-2150-240000-053-0000	\$63,009.00	\$1,242.00	\$64,251.00
0100-0332-0-0000-2150-310100-005-0000	\$9,594.00	\$167.00	\$9,761.00
0100-0332-0-0000-2150-320200-053-0000	\$9,833.00	\$192.00	\$10,025.00
0100-0332-0-0000-2150-330100-005-0000	\$964.00	\$17.00	\$981.00
0100-0332-0-0000-2150-330200-053-0000	\$4,843.00	\$95.00	\$4,938.00
0100-0332-0-0000-2150-340100-005-0000	\$6,787.00	\$252.00	\$7,039.00
0100-0332-0-0000-2150-340200-053-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-2150-350100-005-0000	\$33.00	\$1.00	\$34.00
0100-0332-0-0000-2150-360100-005-0000	\$1,257.00	\$21.00	\$1,278.00
0100-0332-0-0000-2150-360200-053-0000	\$1,197.00	\$23.00	\$1,220.00
0100-0332-0-0000-2150-430000-005-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-0332-0-0000-2420-220000-020-0000	\$263,549.00	\$5,141.00	\$268,690.00
0100-0332-0-0000-2420-220000-020-0021	\$26,204.00	\$517.00	\$26,721.00
0100-0332-0-0000-2420-220000-056-0000	\$56,136.00	\$1,129.00	\$57,265.00
0100-0332-0-0000-2420-240000-061-0000	\$386,496.00	\$7,716.00	\$394,212.00
0100-0332-0-0000-2420-320200-020-0000	\$40,932.00	\$798.00	\$41,730.00

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-0000-2420-320200-020-0021	\$4,070.00	\$80.00	\$4,150.00
0100-0332-0-0000-2420-320200-056-0000	\$8,781.00	\$175.00	\$8,956.00
0100-0332-0-0000-2420-320200-061-0000	\$60,027.00	\$1,198.00	\$61,225.00
0100-0332-0-0000-2420-330200-020-0000	\$20,162.00	\$393.00	\$20,555.00
0100-0332-0-0000-2420-330200-020-0021	\$2,005.00	\$39.00	\$2,044.00
0100-0332-0-0000-2420-330200-056-0000	\$4,325.00	\$86.00	\$4,411.00
0100-0332-0-0000-2420-330200-061-0000	\$29,567.00	\$590.00	\$30,157.00
0100-0332-0-0000-2420-340200-056-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-2420-340200-061-0000	\$69,042.00	\$2,016.00	\$71,058.00
0100-0332-0-0000-2420-350200-020-0000	\$132.00	\$2.00	\$134.00
0100-0332-0-0000-2420-350200-056-0000	\$28.00	\$1.00	\$29.00
0100-0332-0-0000-2420-350200-061-0000	\$193.00	\$4.00	\$197.00
0100-0332-0-0000-2420-360200-020-0000	\$4,981.00	\$97.00	\$5,078.00
0100-0332-0-0000-2420-360200-020-0021	\$495.00	\$10.00	\$505.00
0100-0332-0-0000-2420-360200-056-0000	\$1,069.00	\$21.00	\$1,090.00
0100-0332-0-0000-2420-360200-061-0000	\$7,305.00	\$146.00	\$7,451.00
0100-0332-0-0000-2700-130000-022-0000	\$34,001.00	\$601.00	\$34,602.00
0100-0332-0-0000-2700-130000-023-0000	\$36,775.00	\$651.00	\$37,426.00
0100-0332-0-0000-2700-130000-024-0000	\$36,775.00	\$651.00	\$37,426.00
0100-0332-0-0000-2700-130000-025-0000	\$36,775.00	\$651.00	\$37,426.00
0100-0332-0-0000-2700-130000-026-0000	\$33,093.00	\$578.00	\$33,671.00
0100-0332-0-0000-2700-130000-027-0000	\$36,775.00	(\$4,783.00)	\$31,992.00
0100-0332-0-0000-2700-130000-028-0000	\$37,441.00	\$651.00	\$38,092.00
0100-0332-0-0000-2700-130000-029-0000	\$36,775.00	\$651.00	\$37,426.00
0100-0332-0-0000-2700-130000-030-0000	\$146,463.00	\$2,580.00	\$149,043.00
0100-0332-0-0000-2700-130000-031-0000	\$147,878.00	\$2,605.00	\$150,483.00
0100-0332-0-0000-2700-130040-072-0000	\$9,801.00	(\$3,163.00)	\$6,638.00
0100-0332-0-0000-2700-240000-062-0000	\$27,711.00	\$545.00	\$28,256.00
0100-0332-0-0000-2700-240020-072-0000	\$3,200.00	(\$547.00)	\$2,653.00
0100-0332-0-0000-2700-310100-022-0000	\$4,906.00	\$87.00	\$4,993.00
0100-0332-0-0000-2700-310100-023-0000	\$5,307.00	\$94.00	\$5,401.00
0100-0332-0-0000-2700-310100-024-0000	\$5,307.00	\$94.00	\$5,401.00
0100-0332-0-0000-2700-310100-025-0000	\$5,307.00	\$94.00	\$5,401.00
0100-0332-0-0000-2700-310100-026-0000	\$4,775.00	\$84.00	\$4,859.00
0100-0332-0-0000-2700-310100-027-0000	\$5,307.00	(\$691.00)	\$4,616.00
0100-0332-0-0000-2700-310100-028-0000	\$5,403.00	\$94.00	\$5,497.00
0100-0332-0-0000-2700-310100-029-0000	\$5,307.00	\$94.00	\$5,401.00
0100-0332-0-0000-2700-310100-030-0000	\$21,135.00	\$372.00	\$21,507.00
0100-0332-0-0000-2700-310100-031-0000	\$21,339.00	\$376.00	\$21,715.00
0100-0332-0-0000-2700-310100-072-0000	\$1,414.00	(\$456.00)	\$958.00
0100-0332-0-0000-2700-320200-062-0000	\$4,599.00	\$84.00	\$4,683.00
0100-0332-0-0000-2700-320200-072-0000	\$497.00	(\$85.00)	\$412.00
0100-0332-0-0000-2700-330100-022-0000	\$493.00	\$9.00	\$502.00
0100-0332-0-0000-2700-330100-023-0000	\$533.00	\$10.00	\$543.00

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-0000-2700-330100-024-0000	\$533.00	\$10.00	\$543.00
0100-0332-0-0000-2700-330100-025-0000	\$533.00	\$10.00	\$543.00
0100-0332-0-0000-2700-330100-026-0000	\$480.00	\$8.00	\$488.00
0100-0332-0-0000-2700-330100-027-0000	\$533.00	(\$69.00)	\$464.00
0100-0332-0-0000-2700-330100-028-0000	\$543.00	\$9.00	\$552.00
0100-0332-0-0000-2700-330100-029-0000	\$533.00	\$10.00	\$543.00
0100-0332-0-0000-2700-330100-030-0000	\$2,124.00	\$37.00	\$2,161.00
0100-0332-0-0000-2700-330100-031-0000	\$2,144.00	\$38.00	\$2,182.00
0100-0332-0-0000-2700-330100-072-0000	\$142.00	(\$46.00)	\$96.00
0100-0332-0-0000-2700-330200-062-0000	\$2,265.00	\$42.00	\$2,307.00
0100-0332-0-0000-2700-330200-072-0000	\$245.00	(\$42.00)	\$203.00
0100-0332-0-0000-2700-340100-022-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-023-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-024-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-025-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-026-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-027-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-028-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-029-0000	\$4,520.00	\$168.00	\$4,688.00
0100-0332-0-0000-2700-340100-030-0000	\$18,093.00	\$672.00	\$18,765.00
0100-0332-0-0000-2700-340100-031-0000	\$18,093.00	\$672.00	\$18,765.00
0100-0332-0-0000-2700-340200-062-0000	\$5,754.00	\$168.00	\$5,922.00
0100-0332-0-0000-2700-350100-023-0000	\$18.00	\$1.00	\$19.00
0100-0332-0-0000-2700-350100-024-0000	\$18.00	\$1.00	\$19.00
0100-0332-0-0000-2700-350100-025-0000	\$18.00	\$1.00	\$19.00
0100-0332-0-0000-2700-350100-027-0000	\$18.00	(\$2.00)	\$16.00
0100-0332-0-0000-2700-350100-029-0000	\$18.00	\$1.00	\$19.00
0100-0332-0-0000-2700-350100-030-0000	\$73.00	\$2.00	\$75.00
0100-0332-0-0000-2700-350100-031-0000	\$74.00	\$1.00	\$75.00
0100-0332-0-0000-2700-350100-072-0000	\$5.00	(\$2.00)	\$3.00
0100-0332-0-0000-2700-350200-072-0000	\$2.00	(\$1.00)	\$1.00
0100-0332-0-0000-2700-360100-022-0000	\$643.00	\$11.00	\$654.00
0100-0332-0-0000-2700-360100-023-0000	\$695.00	\$12.00	\$707.00
0100-0332-0-0000-2700-360100-024-0000	\$695.00	\$12.00	\$707.00
0100-0332-0-0000-2700-360100-025-0000	\$695.00	\$12.00	\$707.00
0100-0332-0-0000-2700-360100-026-0000	\$625.00	\$11.00	\$636.00
0100-0332-0-0000-2700-360100-027-0000	\$695.00	(\$90.00)	\$605.00
0100-0332-0-0000-2700-360100-028-0000	\$708.00	\$12.00	\$720.00
0100-0332-0-0000-2700-360100-029-0000	\$695.00	\$12.00	\$707.00
0100-0332-0-0000-2700-360100-030-0000	\$2,768.00	\$49.00	\$2,817.00
0100-0332-0-0000-2700-360100-031-0000	\$2,795.00	\$49.00	\$2,844.00
0100-0332-0-0000-2700-360100-072-0000	\$185.00	(\$60.00)	\$125.00
0100-0332-0-0000-2700-360200-062-0000	\$560.00	\$10.00	\$570.00
0100-0332-0-0000-2700-360200-072-0000	\$60.00	(\$10.00)	\$50.00

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-0000-2700-430000-072-0000	\$5,000.00	(\$5,000.00)	\$0.00
0100-0332-0-0000-3110-130000-022-0000	\$68,104.00	\$1,205.00	\$69,309.00
0100-0332-0-0000-3110-130000-023-0000	\$73,661.00	\$1,304.00	\$74,965.00
0100-0332-0-0000-3110-130000-024-0000	\$73,661.00	\$1,304.00	\$74,965.00
0100-0332-0-0000-3110-130000-025-0000	\$73,661.00	\$1,304.00	\$74,965.00
0100-0332-0-0000-3110-130000-026-0000	\$66,285.00	\$1,159.00	\$67,444.00
0100-0332-0-0000-3110-130000-027-0000	\$73,661.00	(\$9,581.00)	\$64,080.00
0100-0332-0-0000-3110-130000-028-0000	\$74,995.00	\$1,304.00	\$76,299.00
0100-0332-0-0000-3110-130000-029-0000	\$73,661.00	\$1,304.00	\$74,965.00
0100-0332-0-0000-3110-130000-030-0000	\$72,162.00	\$1,254.00	\$73,416.00
0100-0332-0-0000-3110-130000-031-0000	\$74,995.00	\$1,304.00	\$76,299.00
0100-0332-0-0000-3110-310100-020-0000	\$62,109.00	\$1,101.00	\$63,210.00
0100-0332-0-0000-3110-310100-022-0000	\$9,827.00	\$174.00	\$10,001.00
0100-0332-0-0000-3110-310100-023-0000	\$10,629.00	\$188.00	\$10,817.00
0100-0332-0-0000-3110-310100-024-0000	\$10,629.00	\$188.00	\$10,817.00
0100-0332-0-0000-3110-310100-025-0000	\$10,629.00	\$188.00	\$10,817.00
0100-0332-0-0000-3110-310100-026-0000	\$9,565.00	\$167.00	\$9,732.00
0100-0332-0-0000-3110-310100-027-0000	\$10,629.00	(\$1,382.00)	\$9,247.00
0100-0332-0-0000-3110-310100-028-0000	\$10,822.00	\$188.00	\$11,010.00
0100-0332-0-0000-3110-310100-029-0000	\$10,629.00	\$188.00	\$10,817.00
0100-0332-0-0000-3110-310100-030-0000	\$10,413.00	\$181.00	\$10,594.00
0100-0332-0-0000-3110-310100-031-0000	\$10,822.00	\$188.00	\$11,010.00
0100-0332-0-0000-3110-330100-020-0000	\$6,241.00	\$111.00	\$6,352.00
0100-0332-0-0000-3110-330100-022-0000	\$988.00	\$17.00	\$1,005.00
0100-0332-0-0000-3110-330100-023-0000	\$1,068.00	\$19.00	\$1,087.00
0100-0332-0-0000-3110-330100-024-0000	\$1,068.00	\$19.00	\$1,087.00
0100-0332-0-0000-3110-330100-025-0000	\$1,068.00	\$19.00	\$1,087.00
0100-0332-0-0000-3110-330100-026-0000	\$961.00	\$17.00	\$978.00
0100-0332-0-0000-3110-330100-027-0000	\$1,068.00	(\$139.00)	\$929.00
0100-0332-0-0000-3110-330100-028-0000	\$1,087.00	\$19.00	\$1,106.00
0100-0332-0-0000-3110-330100-029-0000	\$1,068.00	\$19.00	\$1,087.00
0100-0332-0-0000-3110-330100-030-0000	\$1,046.00	\$19.00	\$1,065.00
0100-0332-0-0000-3110-330100-031-0000	\$1,087.00	\$19.00	\$1,106.00
0100-0332-0-0000-3110-340100-020-0000	\$67,865.00	\$2,520.00	\$70,385.00
0100-0332-0-0000-3110-340100-022-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-023-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-024-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-025-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-026-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-027-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-028-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-029-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-030-0000	\$9,053.00	\$336.00	\$9,389.00
0100-0332-0-0000-3110-340100-031-0000	\$9,053.00	\$336.00	\$9,389.00

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-0000-3110-350100-020-0000	\$215.00	\$4.00	\$219.00
0100-0332-0-0000-3110-350100-022-0000	\$34.00	\$1.00	\$35.00
0100-0332-0-0000-3110-350100-026-0000	\$33.00	\$1.00	\$34.00
0100-0332-0-0000-3110-350100-027-0000	\$37.00	(\$5.00)	\$32.00
0100-0332-0-0000-3110-350100-028-0000	\$37.00	\$1.00	\$38.00
0100-0332-0-0000-3110-350100-030-0000	\$36.00	\$1.00	\$37.00
0100-0332-0-0000-3110-350100-031-0000	\$37.00	\$1.00	\$38.00
0100-0332-0-0000-3110-360100-020-0000	\$8,135.00	\$144.00	\$8,279.00
0100-0332-0-0000-3110-360100-022-0000	\$1,287.00	\$23.00	\$1,310.00
0100-0332-0-0000-3110-360100-023-0000	\$1,392.00	\$25.00	\$1,417.00
0100-0332-0-0000-3110-360100-024-0000	\$1,392.00	\$25.00	\$1,417.00
0100-0332-0-0000-3110-360100-025-0000	\$1,392.00	\$25.00	\$1,417.00
0100-0332-0-0000-3110-360100-026-0000	\$1,253.00	\$22.00	\$1,275.00
0100-0332-0-0000-3110-360100-027-0000	\$1,392.00	(\$181.00)	\$1,211.00
0100-0332-0-0000-3110-360100-028-0000	\$1,417.00	\$25.00	\$1,442.00
0100-0332-0-0000-3110-360100-029-0000	\$1,392.00	\$25.00	\$1,417.00
0100-0332-0-0000-3110-360100-030-0000	\$1,364.00	\$24.00	\$1,388.00
0100-0332-0-0000-3110-360100-031-0000	\$1,417.00	\$25.00	\$1,442.00
0100-0332-0-0000-3130-120000-062-0000	\$0.00	\$86,317.00	\$86,317.00
0100-0332-0-0000-3130-130000-063-0000	\$127,935.00	\$2,228.00	\$130,163.00
0100-0332-0-0000-3130-240000-063-0000	\$50,988.00	\$1,009.00	\$51,997.00
0100-0332-0-0000-3130-290000-020-0000	\$465,385.00	\$9,192.00	\$474,577.00
0100-0332-0-0000-3130-290000-053-0000	\$51,719.00	\$994.00	\$52,713.00
0100-0332-0-0000-3130-290020-072-0000	\$5,511.00	(\$1,574.00)	\$3,937.00
0100-0332-0-0000-3130-310100-062-0000	\$0.00	\$12,456.00	\$12,456.00
0100-0332-0-0000-3130-310100-063-0000	\$19,182.00	\$322.00	\$19,504.00
0100-0332-0-0000-3130-320200-020-0000	\$72,279.00	\$1,428.00	\$73,707.00
0100-0332-0-0000-3130-320200-053-0000	\$8,079.00	\$155.00	\$8,234.00
0100-0332-0-0000-3130-320200-063-0000	\$7,919.00	\$157.00	\$8,076.00
0100-0332-0-0000-3130-320200-072-0000	\$856.00	(\$245.00)	\$611.00
0100-0332-0-0000-3130-330100-062-0000	\$0.00	\$1,252.00	\$1,252.00
0100-0332-0-0000-3130-330100-063-0000	\$1,928.00	\$32.00	\$1,960.00
0100-0332-0-0000-3130-330200-020-0000	\$35,602.00	\$703.00	\$36,305.00
0100-0332-0-0000-3130-330200-053-0000	\$3,979.00	\$77.00	\$4,056.00
0100-0332-0-0000-3130-330200-063-0000	\$3,901.00	\$77.00	\$3,978.00
0100-0332-0-0000-3130-330200-072-0000	\$422.00	(\$121.00)	\$301.00
0100-0332-0-0000-3130-340100-062-0000	\$0.00	\$14,077.00	\$14,077.00
0100-0332-0-0000-3130-340100-063-0000	\$13,573.00	\$504.00	\$14,077.00
0100-0332-0-0000-3130-340200-020-0000	\$92,056.00	\$2,688.00	\$94,744.00
0100-0332-0-0000-3130-340200-053-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-3130-340200-063-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-3130-350100-062-0000	\$0.00	\$43.00	\$43.00
0100-0332-0-0000-3130-350100-063-0000	\$66.00	\$2.00	\$68.00
0100-0332-0-0000-3130-350200-020-0000	\$233.00	\$4.00	\$237.00

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-0000-3130-350200-053-0000	\$26.00	\$1.00	\$27.00
0100-0332-0-0000-3130-350200-063-0000	\$25.00	\$1.00	\$26.00
0100-0332-0-0000-3130-350200-072-0000	\$3.00	(\$1.00)	\$2.00
0100-0332-0-0000-3130-360100-062-0000	\$0.00	\$1,631.00	\$1,631.00
0100-0332-0-0000-3130-360100-063-0000	\$2,512.00	\$43.00	\$2,555.00
0100-0332-0-0000-3130-360200-020-0000	\$8,796.00	\$174.00	\$8,970.00
0100-0332-0-0000-3130-360200-053-0000	\$983.00	\$19.00	\$1,002.00
0100-0332-0-0000-3130-360200-063-0000	\$964.00	\$19.00	\$983.00
0100-0332-0-0000-3130-360200-072-0000	\$104.00	(\$30.00)	\$74.00
0100-0332-0-0000-3140-120000-062-0000	\$482,971.00	\$1.00	\$482,972.00
0100-0332-0-0000-3140-120040-072-0000	\$7,116.00	(\$1,672.00)	\$5,444.00
0100-0332-0-0000-3140-220000-020-0000	\$298,494.00	\$5,637.00	\$304,131.00
0100-0332-0-0000-3140-220000-020-0021	\$28,604.00	\$549.00	\$29,153.00
0100-0332-0-0000-3140-310100-072-0000	\$1,027.00	(\$241.00)	\$786.00
0100-0332-0-0000-3140-320200-020-0000	\$46,359.00	\$876.00	\$47,235.00
0100-0332-0-0000-3140-320200-020-0021	\$4,443.00	\$85.00	\$4,528.00
0100-0332-0-0000-3140-330100-072-0000	\$103.00	(\$24.00)	\$79.00
0100-0332-0-0000-3140-330200-020-0000	\$22,835.00	\$431.00	\$23,266.00
0100-0332-0-0000-3140-330200-020-0021	\$2,188.00	\$42.00	\$2,230.00
0100-0332-0-0000-3140-340200-020-0000	\$115,070.00	\$3,360.00	\$118,430.00
0100-0332-0-0000-3140-340200-020-0021	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-0000-3140-350100-072-0000	\$4.00	(\$1.00)	\$3.00
0100-0332-0-0000-3140-350200-020-0000	\$149.00	\$3.00	\$152.00
0100-0332-0-0000-3140-350200-020-0021	\$14.00	\$1.00	\$15.00
0100-0332-0-0000-3140-360100-072-0000	\$134.00	(\$31.00)	\$103.00
0100-0332-0-0000-3140-360200-020-0000	\$5,642.00	\$106.00	\$5,748.00
0100-0332-0-0000-3140-360200-020-0021	\$541.00	\$10.00	\$551.00
0100-0332-0-0000-8200-220000-016-0000	\$92,220.00	\$1,448.00	\$93,668.00
0100-0332-0-0000-8200-220020-072-0000	\$3,595.00	(\$725.00)	\$2,870.00
0100-0332-0-0000-8200-320200-016-0000	\$14,323.00	\$225.00	\$14,548.00
0100-0332-0-0000-8200-320200-072-0000	\$558.00	(\$112.00)	\$446.00
0100-0332-0-0000-8200-330200-016-0000	\$7,055.00	\$111.00	\$7,166.00
0100-0332-0-0000-8200-330200-072-0000	\$275.00	(\$55.00)	\$220.00
0100-0332-0-0000-8200-340200-016-0000	\$23,014.00	\$672.00	\$23,686.00
0100-0332-0-0000-8200-350200-016-0000	\$46.00	\$1.00	\$47.00
0100-0332-0-0000-8200-350200-072-0000	\$2.00	(\$1.00)	\$1.00
0100-0332-0-0000-8200-360200-016-0000	\$1,743.00	\$27.00	\$1,770.00
0100-0332-0-0000-8200-360200-072-0000	\$68.00	(\$14.00)	\$54.00
0100-0332-0-1110-1000-110000-026-0000	\$48,957.00	\$7,579.00	\$56,536.00
0100-0332-0-1110-1000-110000-028-0000	\$137,004.00	\$2,261.00	\$139,265.00
0100-0332-0-1110-1000-110040-072-0000	\$109,058.00	(\$21,691.00)	\$87,367.00
0100-0332-0-1110-1000-210000-020-0000	\$34,571.00	\$574.00	\$35,145.00
0100-0332-0-1110-1000-290000-020-0000	\$505,883.00	\$15,815.00	\$521,698.00
0100-0332-0-1110-1000-290000-020-0021	\$35,419.00	\$1,208.00	\$36,627.00

Pending Budget Revision
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Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-1110-1000-310100-026-0000	\$7,313.00	\$1,094.00	\$8,407.00
0100-0332-0-1110-1000-310100-028-0000	\$19,770.00	\$326.00	\$20,096.00
0100-0332-0-1110-1000-310100-072-0000	\$15,737.00	(\$3,130.00)	\$12,607.00
0100-0332-0-1110-1000-320200-020-0000	\$87,078.00	\$2,546.00	\$89,624.00
0100-0332-0-1110-1000-320200-020-0021	\$5,957.00	\$188.00	\$6,145.00
0100-0332-0-1110-1000-330100-026-0000	\$735.00	\$110.00	\$845.00
0100-0332-0-1110-1000-330100-028-0000	\$1,987.00	\$32.00	\$2,019.00
0100-0332-0-1110-1000-330100-072-0000	\$1,581.00	(\$314.00)	\$1,267.00
0100-0332-0-1110-1000-330200-020-0000	\$42,892.00	\$1,253.00	\$44,145.00
0100-0332-0-1110-1000-330200-020-0021	\$2,934.00	\$93.00	\$3,027.00
0100-0332-0-1110-1000-350100-026-0000	\$25.00	\$4.00	\$29.00
0100-0332-0-1110-1000-350100-028-0000	\$69.00	\$1.00	\$70.00
0100-0332-0-1110-1000-350100-072-0000	\$55.00	(\$11.00)	\$44.00
0100-0332-0-1110-1000-350200-020-0000	\$280.00	\$9.00	\$289.00
0100-0332-0-1110-1000-350200-020-0021	\$19.00	\$1.00	\$20.00
0100-0332-0-1110-1000-350200-022-0000	\$0.00	\$1.00	\$1.00
0100-0332-0-1110-1000-350200-024-0000	\$0.00	\$1.00	\$1.00
0100-0332-0-1110-1000-350200-027-0000	\$0.00	\$1.00	\$1.00
0100-0332-0-1110-1000-350200-028-0000	\$0.00	\$1.00	\$1.00
0100-0332-0-1110-1000-360100-026-0000	\$958.00	\$143.00	\$1,101.00
0100-0332-0-1110-1000-360100-028-0000	\$2,589.00	\$43.00	\$2,632.00
0100-0332-0-1110-1000-360100-072-0000	\$2,061.00	(\$410.00)	\$1,651.00
0100-0332-0-1110-1000-360200-020-0000	\$10,597.00	\$309.00	\$10,906.00
0100-0332-0-1110-1000-360200-020-0021	\$725.00	\$23.00	\$748.00
0100-0332-0-1110-1000-430000-005-0000	\$0.00	\$2,000.00	\$2,000.00
0100-0332-0-1110-1000-430000-072-0000	\$46,500.00	(\$30,000.00)	\$16,500.00
0100-0332-0-1110-1000-571005-056-0000	(\$19,562.00)	\$1,600.00	(\$17,962.00)
0100-0332-0-1110-1000-571005-072-0000	\$2,500.00	(\$2,100.00)	\$400.00
0100-0332-0-1110-1000-571020-072-0000	\$10,000.00	(\$6,000.00)	\$4,000.00
0100-0332-0-1110-1000-575030-072-0000	\$5,000.00	(\$2,989.28)	\$2,010.72
0100-0332-0-1110-1000-580009-072-0000	\$14,677.00	(\$14,677.00)	\$0.00
0100-0332-0-1134-1000-110000-020-0000	\$138,522.00	\$61,149.00	\$199,671.00
0100-0332-0-1134-1000-310100-020-0000	\$19,989.00	\$8,824.00	\$28,813.00
0100-0332-0-1134-1000-330100-020-0000	\$2,009.00	\$886.00	\$2,895.00
0100-0332-0-1134-1000-340100-020-0000	\$28,154.00	\$14,077.00	\$42,231.00
0100-0332-0-1134-1000-350100-020-0000	\$69.00	\$31.00	\$100.00
0100-0332-0-1134-1000-360100-020-0000	\$2,618.00	\$1,156.00	\$3,774.00
0100-0332-0-1135-4000-130000-057-0000	\$61,464.00	\$1,053.00	\$62,517.00
0100-0332-0-1135-4000-310100-057-0000	\$9,908.00	\$152.00	\$10,060.00
0100-0332-0-1135-4000-330100-057-0000	\$996.00	\$15.00	\$1,011.00
0100-0332-0-1135-4000-340100-057-0000	\$6,787.00	\$252.00	\$7,039.00
0100-0332-0-1135-4000-350100-057-0000	\$34.00	\$1.00	\$35.00
0100-0332-0-1135-4000-360100-057-0000	\$1,298.00	\$20.00	\$1,318.00
0100-0332-0-1156-1000-110000-020-0000	\$335,918.00	\$2,352.00	\$338,270.00

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Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-0332-0-1156-1000-310100-020-0000	\$48,473.00	\$339.00	\$48,812.00
0100-0332-0-1156-1000-330100-020-0000	\$4,871.00	\$34.00	\$4,905.00
0100-0332-0-1156-1000-350100-020-0000	\$168.00	\$1.00	\$169.00
0100-0332-0-1156-1000-360100-020-0000	\$6,349.00	\$44.00	\$6,393.00
0100-0332-0-3550-1000-210000-038-0000	\$60,671.00	\$1,216.00	\$61,887.00
0100-0332-0-3550-1000-320200-038-0000	\$9,456.00	\$189.00	\$9,645.00
0100-0332-0-3550-1000-330200-038-0000	\$4,658.00	\$93.00	\$4,751.00
0100-0332-0-3550-1000-350200-038-0000	\$30.00	\$1.00	\$31.00
0100-0332-0-3550-1000-360200-038-0000	\$1,151.00	\$23.00	\$1,174.00
0100-0332-0-3550-2700-130000-038-0000	\$61,464.00	\$1,053.00	\$62,517.00
0100-0332-0-3550-2700-310100-038-0000	\$8,869.00	\$152.00	\$9,021.00
0100-0332-0-3550-2700-330100-038-0000	\$891.00	\$15.00	\$906.00
0100-0332-0-3550-2700-340100-038-0000	\$6,787.00	\$252.00	\$7,039.00
0100-0332-0-3550-2700-360100-038-0000	\$1,162.00	\$20.00	\$1,182.00
0100-0332-0-3550-3130-240000-038-0000	\$58,097.00	\$1,122.00	\$59,219.00
0100-0332-0-3550-3130-320200-038-0000	\$9,023.00	\$174.00	\$9,197.00
0100-0332-0-3550-3130-330200-038-0000	\$4,444.00	\$86.00	\$4,530.00
0100-0332-0-3550-3130-340200-038-0000	\$11,507.00	\$336.00	\$11,843.00
0100-0332-0-3550-3130-350200-038-0000	\$29.00	\$1.00	\$30.00
0100-0332-0-3550-3130-360200-038-0000	\$1,098.00	\$21.00	\$1,119.00
0100-1100-0-0000-2700-430000-022-0000	\$1,000.00	\$500.00	\$1,500.00
0100-1100-0-1110-1000-430000-022-0000	\$19,238.00	\$9,488.00	\$28,726.00
0100-1100-0-1110-1000-430000-023-0000	\$14,335.00	\$9,987.30	\$24,322.30
0100-1100-0-1110-1000-430000-024-0000	\$25,646.00	\$10,014.00	\$35,660.00
0100-1100-0-1110-1000-430000-025-0000	\$14,209.00	\$10,012.00	\$24,221.00
0100-1100-0-1110-1000-430000-026-0000	\$19,083.00	\$6,972.12	\$26,055.12
0100-1100-0-1110-1000-430000-027-0000	\$18,194.00	\$11,467.78	\$29,661.78
0100-1100-0-1110-1000-430000-028-0000	\$18,774.00	\$9,270.30	\$28,044.30
0100-1100-0-1110-1000-430000-029-0000	\$16,273.00	\$10,464.00	\$26,737.00
0100-1100-0-1110-1000-430000-030-0000	\$45,113.00	\$10,038.00	\$55,151.00
0100-1100-0-1110-1000-430000-031-0000	\$29,673.00	\$15,437.00	\$45,110.00
0100-1100-0-1176-1000-350200-028-0000	\$0.00	\$1.00	\$1.00
0100-1400-0-1110-1000-110000-029-0000	\$1,306,297.00	\$10,514.00	\$1,316,811.00
0100-1400-0-1110-1000-110000-030-0000	\$1,840,575.00	\$4,419.00	\$1,844,994.00
0100-1400-0-1110-1000-310100-029-0000	\$188,499.00	\$1,517.00	\$190,016.00
0100-1400-0-1110-1000-310100-030-0000	\$265,595.00	\$638.00	\$266,233.00
0100-1400-0-1110-1000-330100-029-0000	\$18,941.00	\$153.00	\$19,094.00
0100-1400-0-1110-1000-330100-030-0000	\$26,688.00	\$64.00	\$26,752.00
0100-1400-0-1110-1000-340100-001-0000	(\$253,233.00)	(\$17,594.00)	(\$270,827.00)
0100-1400-0-1110-1000-350100-029-0000	\$653.00	\$5.00	\$658.00
0100-1400-0-1110-1000-350100-030-0000	\$920.00	\$2.00	\$922.00
0100-1400-0-1110-1000-360100-029-0000	\$24,689.00	\$199.00	\$24,888.00
0100-1400-0-1110-1000-360100-030-0000	\$34,787.00	\$83.00	\$34,870.00
0100-3010-0-0000-2140-110040-005-0000	\$0.00	\$1,697.00	\$1,697.00

Pending Budget Revision
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Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3010-0-0000-2140-190000-005-0000	\$741,743.00	\$2,152.00	\$743,895.00
0100-3010-0-0000-2140-310100-005-0000	\$107,034.00	\$555.00	\$107,589.00
0100-3010-0-0000-2140-330100-005-0000	\$10,755.00	\$56.00	\$10,811.00
0100-3010-0-0000-2140-340100-005-0000	\$112,112.00	\$504.00	\$112,616.00
0100-3010-0-0000-2140-350100-005-0000	\$371.00	\$1.00	\$372.00
0100-3010-0-0000-2140-360100-005-0000	\$14,019.00	\$73.00	\$14,092.00
0100-3010-0-0000-2150-130000-005-0000	\$66,485.00	\$1,160.00	\$67,645.00
0100-3010-0-0000-2150-240000-005-0000	\$50,916.00	\$1,018.00	\$51,934.00
0100-3010-0-0000-2150-310100-005-0000	\$9,594.00	\$167.00	\$9,761.00
0100-3010-0-0000-2150-320200-005-0000	\$8,032.00	\$158.00	\$8,190.00
0100-3010-0-0000-2150-330100-005-0000	\$964.00	\$17.00	\$981.00
0100-3010-0-0000-2150-330200-005-0000	\$3,956.00	\$78.00	\$4,034.00
0100-3010-0-0000-2150-340100-005-0000	\$6,787.00	\$252.00	\$7,039.00
0100-3010-0-0000-2150-340200-005-0000	\$11,507.00	\$336.00	\$11,843.00
0100-3010-0-0000-2150-350100-005-0000	\$33.00	\$1.00	\$34.00
0100-3010-0-0000-2150-360100-005-0000	\$1,257.00	\$21.00	\$1,278.00
0100-3010-0-0000-2150-360200-005-0000	\$977.00	\$20.00	\$997.00
0100-3010-0-0000-2150-430000-005-0000	\$5,820.00	(\$2,000.00)	\$3,820.00
0100-3010-0-0000-2495-571030-005-0000	\$5,000.00	\$2,000.00	\$7,000.00
0100-3010-0-0000-2495-571040-005-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-3150-0-0000-2495-430000-024-0000	\$18,363.00	(\$4,800.00)	\$13,563.00
0100-3150-0-1110-1000-110010-028-0000	\$849.00	\$2,546.00	\$3,395.00
0100-3150-0-1110-1000-110040-024-0000	\$11,883.00	(\$4,675.00)	\$7,208.00
0100-3150-0-1110-1000-210000-024-0000	\$35,895.00	\$716.00	\$36,611.00
0100-3150-0-1110-1000-210000-025-0000	\$24,188.00	\$479.00	\$24,667.00
0100-3150-0-1110-1000-210000-028-0000	\$37,196.00	\$725.00	\$37,921.00
0100-3150-0-1110-1000-210000-029-0000	\$24,188.00	\$479.00	\$24,667.00
0100-3150-0-1110-1000-210040-028-0000	\$0.00	\$2,398.00	\$2,398.00
0100-3150-0-1110-1000-310100-024-0000	\$1,898.00	(\$675.00)	\$1,223.00
0100-3150-0-1110-1000-310100-028-0000	\$490.00	\$368.00	\$858.00
0100-3150-0-1110-1000-320200-024-0000	\$5,572.00	\$114.00	\$5,686.00
0100-3150-0-1110-1000-320200-025-0000	\$3,757.00	\$74.00	\$3,831.00
0100-3150-0-1110-1000-320200-028-0000	\$5,777.00	\$485.00	\$6,262.00
0100-3150-0-1110-1000-320200-029-0000	\$4,104.00	\$75.00	\$4,179.00
0100-3150-0-1110-1000-330100-024-0000	\$191.00	(\$68.00)	\$123.00
0100-3150-0-1110-1000-330100-028-0000	\$49.00	\$37.00	\$86.00
0100-3150-0-1110-1000-330200-024-0000	\$2,745.00	\$56.00	\$2,801.00
0100-3150-0-1110-1000-330200-025-0000	\$1,850.00	\$37.00	\$1,887.00
0100-3150-0-1110-1000-330200-028-0000	\$2,845.00	\$239.00	\$3,084.00
0100-3150-0-1110-1000-330200-029-0000	\$2,022.00	\$36.00	\$2,058.00
0100-3150-0-1110-1000-350100-024-0000	\$7.00	(\$3.00)	\$4.00
0100-3150-0-1110-1000-350100-028-0000	\$2.00	\$1.00	\$3.00
0100-3150-0-1110-1000-350200-028-0000	\$19.00	\$1.00	\$20.00
0100-3150-0-1110-1000-360100-024-0000	\$249.00	(\$88.00)	\$161.00

Pending Budget Revision
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Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-3150-0-1110-1000-360100-028-0000	\$64.00	\$48.00	\$112.00
0100-3150-0-1110-1000-360200-024-0000	\$678.00	\$14.00	\$692.00
0100-3150-0-1110-1000-360200-025-0000	\$457.00	\$9.00	\$466.00
0100-3150-0-1110-1000-360200-028-0000	\$703.00	\$59.00	\$762.00
0100-3150-0-1110-1000-360200-029-0000	\$499.00	\$10.00	\$509.00
0100-3150-0-1110-1000-420000-030-0000	\$5,999.00	\$374.00	\$6,373.00
0100-3150-0-1110-1000-430000-028-0000	\$10,123.00	(\$6,000.00)	\$4,123.00
0100-3150-0-1110-1000-430000-030-0000	\$24,780.00	(\$374.00)	\$24,406.00
0100-3150-0-1110-1000-430006-021-0000	\$0.00	\$45,267.00	\$45,267.00
0100-3150-0-1110-1000-430006-022-0000	\$0.00	\$97,355.00	\$97,355.00
0100-3150-0-1110-1000-430006-023-0000	\$0.00	\$84,838.00	\$84,838.00
0100-3150-0-1110-1000-430006-024-0000	\$0.00	\$102,047.00	\$102,047.00
0100-3150-0-1110-1000-430006-025-0000	\$0.00	\$67,755.00	\$67,755.00
0100-3150-0-1110-1000-430006-026-0000	\$0.00	\$97,048.00	\$97,048.00
0100-3150-0-1110-1000-430006-027-0000	\$0.00	\$49,080.00	\$49,080.00
0100-3150-0-1110-1000-430006-028-0000	\$0.00	\$69,200.00	\$69,200.00
0100-3150-0-1110-1000-430006-029-0000	\$0.00	\$70,794.00	\$70,794.00
0100-3150-0-1110-1000-430006-030-0000	\$0.00	\$118,074.00	\$118,074.00
0100-3150-0-1110-1000-430006-031-0000	\$0.00	\$105,531.00	\$105,531.00
0100-3150-0-1110-1000-580011-024-0000	\$10,000.00	\$10,308.00	\$20,308.00
0100-3310-0-5770-1110-210000-039-0000	\$156,479.00	\$2,969.00	\$159,448.00
0100-3310-0-5770-1110-320200-039-0000	\$25,001.00	\$462.00	\$25,463.00
0100-3310-0-5770-1110-330200-039-0000	\$12,315.00	\$227.00	\$12,542.00
0100-3310-0-5770-1110-350200-039-0000	\$80.00	\$2.00	\$82.00
0100-3310-0-5770-1110-360200-039-0000	\$3,042.00	\$57.00	\$3,099.00
0100-3311-0-5770-9200-714200-039-0000	\$265.00	\$318.00	\$583.00
0100-3327-0-5771-3120-120000-039-0000	\$55,322.00	(\$12,291.00)	\$43,031.00
0100-3327-0-5771-3120-310100-039-0000	\$7,983.00	(\$1,774.00)	\$6,209.00
0100-3327-0-5771-3120-330100-039-0000	\$802.00	(\$178.00)	\$624.00
0100-3327-0-5771-3120-340100-039-0000	\$5,836.00	(\$909.00)	\$4,927.00
0100-3327-0-5771-3120-350100-039-0000	\$28.00	(\$6.00)	\$22.00
0100-3327-0-5771-3120-360100-039-0000	\$1,046.00	(\$233.00)	\$813.00
0100-3327-0-5771-3120-580000-039-0000	\$6,853.00	\$450.00	\$7,303.00
0100-3327-0-5771-7210-731000-000-0000	\$4,500.00	(\$1,000.00)	\$3,500.00
0100-4035-0-0000-2140-190000-005-0000	\$130,970.00	\$2,320.00	\$133,290.00
0100-4035-0-0000-2140-310100-005-0000	\$18,899.00	\$335.00	\$19,234.00
0100-4035-0-0000-2140-330100-005-0000	\$1,899.00	\$34.00	\$1,933.00
0100-4035-0-0000-2140-340100-005-0000	\$13,573.00	\$504.00	\$14,077.00
0100-4035-0-0000-2140-350100-005-0000	\$65.00	\$2.00	\$67.00
0100-4035-0-0000-2140-360100-005-0000	\$2,475.00	\$44.00	\$2,519.00
0100-4035-0-0000-2140-520000-005-0000	\$12,000.00	(\$1,715.00)	\$10,285.00
0100-4035-0-0000-2140-580009-005-0000	\$16,785.00	\$1,715.00	\$18,500.00
0100-4035-0-1110-1000-110010-005-0000	\$0.00	\$2,000.00	\$2,000.00
0100-4035-0-1110-1000-110040-005-0000	\$16,975.00	(\$2,000.00)	\$14,975.00

Pending Budget Revision
Control Number 20180007

ResolutionNo. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-4203-0-0000-2495-580009-005-0000	\$0.00	\$4,000.00	\$4,000.00
0100-4203-0-0000-2495-580009-029-0000	\$4,000.00	(\$4,000.00)	\$0.00
0100-4203-0-1110-1000-430000-005-0000	\$8,000.00	(\$2,500.00)	\$5,500.00
0100-4203-0-1110-1000-580011-005-0000	\$0.00	\$4,500.00	\$4,500.00
0100-4203-0-1110-1000-580011-029-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-6010-0-1110-4000-220000-062-0000	\$837,831.00	\$16,220.00	\$854,051.00
0100-6010-0-1110-4000-320200-062-0000	\$137,630.00	\$2,519.00	\$140,149.00
0100-6010-0-1110-4000-330200-062-0000	\$67,791.00	\$1,241.00	\$69,032.00
0100-6010-0-1110-4000-350200-062-0000	\$443.00	\$8.00	\$451.00
0100-6010-0-1110-4000-360200-062-0000	\$16,748.00	\$307.00	\$17,055.00
0100-6264-0-1142-1000-420000-053-0000	\$4,000.00	(\$4,000.00)	\$0.00
0100-6264-0-1152-1000-110010-053-0000	\$0.00	\$18,588.00	\$18,588.00
0100-6264-0-1152-1000-110040-053-0000	\$0.00	\$900.00	\$900.00
0100-6264-0-1152-1000-310100-053-0000	\$0.00	\$2,812.00	\$2,812.00
0100-6264-0-1152-1000-330100-053-0000	\$0.00	\$283.00	\$283.00
0100-6264-0-1152-1000-350100-053-0000	\$0.00	\$9.00	\$9.00
0100-6264-0-1152-1000-360100-053-0000	\$0.00	\$368.00	\$368.00
0100-6264-0-1152-1000-420000-053-0000	\$3,500.00	\$7,048.00	\$10,548.00
0100-6264-0-1152-1000-580009-053-0000	\$48,356.77	\$26,250.00	\$74,606.77
0100-6264-0-1152-2140-520000-053-0000	\$4,000.00	(\$4,000.00)	\$0.00
0100-6264-0-1152-2700-520000-053-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-6264-0-1167-1000-420000-053-0000	\$4,108.00	(\$4,108.00)	\$0.00
0100-6264-0-1167-1000-580009-053-0000	\$15,000.00	(\$4,650.00)	\$10,350.00
0100-6264-0-1176-2140-520000-053-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-6264-0-1177-1000-580009-053-0000	\$40,000.00	(\$21,000.00)	\$19,000.00
0100-6264-0-1177-2140-520000-053-0000	\$2,000.00	(\$2,000.00)	\$0.00
0100-6264-0-1189-1000-580009-053-0000	\$12,000.00	(\$12,000.00)	\$0.00
0100-6300-0-1110-1000-410000-052-0000	\$721,891.48	(\$37,125.00)	\$684,766.48
0100-6300-0-1110-1000-580011-052-0000	\$0.00	\$37,125.00	\$37,125.00
0100-6500-0-5770-1110-110000-039-0000	\$537,712.00	\$3,347.00	\$541,059.00
0100-6500-0-5770-1110-290000-039-0000	\$5,484.00	\$185.00	\$5,669.00
0100-6500-0-5770-1110-310100-039-0000	\$78,263.00	\$483.00	\$78,746.00
0100-6500-0-5770-1110-320200-039-0000	\$1,597.00	\$29.00	\$1,626.00
0100-6500-0-5770-1110-330100-039-0000	\$7,864.00	\$49.00	\$7,913.00
0100-6500-0-5770-1110-330200-039-0000	\$787.00	\$14.00	\$801.00
0100-6500-0-5770-1110-350100-039-0000	\$271.00	\$2.00	\$273.00
0100-6500-0-5770-1110-350200-053-0000	\$0.00	\$1.00	\$1.00
0100-6500-0-5770-1110-360100-039-0000	\$10,251.00	\$63.00	\$10,314.00
0100-6500-0-5770-1110-360200-039-0000	\$194.00	\$4.00	\$198.00
0100-6500-0-5770-1120-210000-039-0000	\$208,976.00	\$3,977.00	\$212,953.00
0100-6500-0-5770-1120-320200-039-0000	\$33,372.00	\$618.00	\$33,990.00
0100-6500-0-5770-1120-330200-039-0000	\$16,438.00	\$304.00	\$16,742.00
0100-6500-0-5770-1120-350200-039-0000	\$107.00	\$2.00	\$109.00
0100-6500-0-5770-1120-360200-039-0000	\$4,061.00	\$75.00	\$4,136.00

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
0100-6500-0-5770-1130-210000-039-0000	\$135,131.00	\$2,694.00	\$137,825.00
0100-6500-0-5770-1130-320200-039-0000	\$21,639.00	\$419.00	\$22,058.00
0100-6500-0-5770-1130-330200-039-0000	\$10,659.00	\$206.00	\$10,865.00
0100-6500-0-5770-1130-340200-039-0000	\$16,695.00	\$336.00	\$17,031.00
0100-6500-0-5770-1130-350200-039-0000	\$70.00	\$1.00	\$71.00
0100-6500-0-5770-1130-360200-039-0000	\$2,633.00	\$51.00	\$2,684.00
0100-6500-0-5770-3120-120000-039-0000	\$295,897.00	\$26,551.00	\$322,448.00
0100-6500-0-5770-3120-310100-039-0000	\$42,698.00	\$3,831.00	\$46,529.00
0100-6500-0-5770-3120-330100-039-0000	\$4,291.00	\$384.00	\$4,675.00
0100-6500-0-5770-3120-340100-039-0000	\$36,240.00	\$3,598.00	\$39,838.00
0100-6500-0-5770-3120-350100-039-0000	\$148.00	\$13.00	\$161.00
0100-6500-0-5770-3120-360100-039-0000	\$5,592.00	\$502.00	\$6,094.00
0100-6512-0-5770-3120-120000-039-0000	\$148,977.00	\$2,635.00	\$151,612.00
0100-6512-0-5770-3120-310100-039-0000	\$21,497.00	\$381.00	\$21,878.00
0100-6512-0-5770-3120-330100-039-0000	\$2,160.00	\$38.00	\$2,198.00
0100-6512-0-5770-3120-340100-039-0000	\$19,681.00	\$731.00	\$20,412.00
0100-6512-0-5770-3120-350100-039-0000	\$74.00	\$2.00	\$76.00
0100-6512-0-5770-3120-360100-039-0000	\$2,816.00	\$49.00	\$2,865.00
0100-8150-0-0000-8100-220000-011-0000	\$515,310.00	\$9,903.00	\$525,213.00
0100-8150-0-0000-8100-230000-010-0000	\$130,970.00	\$2,320.00	\$133,290.00
0100-8150-0-0000-8100-240000-011-0000	\$67,779.00	\$1,242.00	\$69,021.00
0100-8150-0-0000-8100-320200-010-0000	\$20,341.00	\$360.00	\$20,701.00
0100-8150-0-0000-8100-320200-011-0000	\$90,746.00	\$1,731.00	\$92,477.00
0100-8150-0-0000-8100-330200-010-0000	\$10,019.00	\$178.00	\$10,197.00
0100-8150-0-0000-8100-330200-011-0000	\$44,698.00	\$853.00	\$45,551.00
0100-8150-0-0000-8100-340200-010-0000	\$13,573.00	\$504.00	\$14,077.00
0100-8150-0-0000-8100-340200-011-0000	\$105,629.00	\$3,192.00	\$108,821.00
0100-8150-0-0000-8100-350200-010-0000	\$65.00	\$2.00	\$67.00
0100-8150-0-0000-8100-350200-011-0000	\$292.00	\$6.00	\$298.00
0100-8150-0-0000-8100-360200-010-0000	\$2,475.00	\$44.00	\$2,519.00
0100-8150-0-0000-8100-360200-011-0000	\$11,043.00	\$211.00	\$11,254.00
***Expense Total	\$41,127,349.88	\$1,637,797.32	\$42,765,147.20
Balance Sheet Accounts			
0100-0000-0-0000-0000-979100-000-0000	\$8,913,109.46	(\$56,679.50)	\$8,856,429.96
0100-0097-0-0000-0000-979100-000-0000	\$19,779.98	\$575.82	\$20,355.80
0100-1100-0-0000-0000-979100-000-0000	\$964.09	\$69,737.95	\$70,702.04
0100-1100-0-0000-0000-979100-022-0000	\$25,103.38	(\$15,103.38)	\$10,000.00
0100-1100-0-0000-0000-979100-023-0000	\$10,069.11	(\$86.81)	\$9,982.30
0100-1100-0-0000-0000-979100-024-0000	\$11,031.35	(\$1,031.35)	\$10,000.00
0100-1100-0-0000-0000-979100-025-0000	\$15,410.78	(\$5,410.78)	\$10,000.00
0100-1100-0-0000-0000-979100-027-0000	\$15,164.29	(\$5,164.29)	\$10,000.00
0100-1100-0-0000-0000-979100-028-0000	\$9,305.30	(\$48.00)	\$9,257.30
0100-1100-0-0000-0000-979100-029-0000	\$18,688.33	(\$8,688.33)	\$10,000.00

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0100 General Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Balance Sheet Accounts			
0100-1100-0-0000-0000-979100-030-0000	\$31,095.31	(\$21,095.31)	\$10,000.00
0100-1100-0-0000-0000-979100-031-0000	\$23,321.96	(\$13,321.96)	\$10,000.00
0100-6264-0-0000-0000-979100-000-0000	\$160,284.77	\$500.00	\$160,784.77
0100-6512-0-0000-0000-974000-000-0000	\$0.00	\$388,630.12	\$388,630.12
0100-6512-0-0000-0000-979100-000-0000	\$365,986.52	\$1,521.60	\$367,508.12
0100-8150-0-0000-0000-974000-000-0000	\$0.00	\$76,384.24	\$76,384.24
0100-8150-0-0000-0000-979100-000-0000	\$36,406.54	\$96,930.24	\$133,336.78
0100-9010-0-0000-0000-974000-000-0000	\$0.00	\$5,865.47	\$5,865.47
0100-9010-0-0000-0000-979100-000-0000	\$0.00	\$5,865.47	\$5,865.47
***Balance Sheet Account Total	\$9,655,721.17	\$519,381.20	\$10,175,102.37
Fund Totals			
Total: Income	\$48,626,556.00	\$822,122.00	\$49,448,678.00
Total: Expenses	\$41,127,349.88	\$1,637,797.32	\$42,765,147.20
Total: Balance Sheet Accounts	\$9,655,721.17	\$519,381.20	\$10,175,102.37

Pending Budget Revision
Control Number 20180007

Resolution No. 8-18

Fund: 0900 Charter Schools Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
0900-0000-0-0000-0000-801100-000-0000	\$3,423,962.00	(\$12,143.00)	\$3,411,819.00
0900-0000-0-0000-0000-898000-000-0000	(\$629,855.00)	\$45,326.00	(\$584,529.00)
0900-0332-0-0000-0000-898000-000-0000	\$552,491.00	\$2,632.00	\$555,123.00
0900-1100-0-0000-0000-898000-000-0000	(\$45,923.00)	(\$532.00)	(\$46,455.00)
0900-1100-0-0000-0000-898000-021-0000	\$45,923.00	\$532.00	\$46,455.00
0900-6230-0-0000-0000-859000-000-0000	\$2,042.00	\$47,958.00	\$50,000.00
0900-6230-0-0000-0000-898000-000-0000	\$75,364.00	(\$47,958.00)	\$27,406.00
***Income Total	<u>\$3,424,004.00</u>	<u>\$35,815.00</u>	<u>\$3,459,819.00</u>
Expenses			
0900-0000-0-0000-2700-130000-021-0000	\$120,927.00	\$2,106.00	\$123,033.00
0900-0000-0-0000-2700-310100-021-0000	\$17,450.00	\$304.00	\$17,754.00
0900-0000-0-0000-2700-330100-021-0000	\$1,753.00	\$31.00	\$1,784.00
0900-0000-0-0000-2700-340100-021-0000	\$13,573.00	\$504.00	\$14,077.00
0900-0000-0-0000-2700-350100-021-0000	\$60.00	\$2.00	\$62.00
0900-0000-0-0000-2700-360100-021-0000	\$2,286.00	\$39.00	\$2,325.00
0900-0000-0-1110-1000-110000-021-0000	\$1,303,845.00	\$6,363.00	\$1,310,208.00
0900-0000-0-1110-1000-310100-021-0000	\$191,752.00	\$918.00	\$192,670.00
0900-0000-0-1110-1000-330100-021-0000	\$19,268.00	\$93.00	\$19,361.00
0900-0000-0-1110-1000-340100-001-0000	\$3,538.00	\$3,116.00	\$6,654.00
0900-0000-0-1110-1000-350100-021-0000	\$664.00	\$4.00	\$668.00
0900-0000-0-1110-1000-360100-021-0000	\$25,115.00	\$120.00	\$25,235.00
0900-0332-0-0000-2700-130000-021-0000	\$34,001.00	\$601.00	\$34,602.00
0900-0332-0-0000-2700-310100-021-0000	\$4,906.00	\$87.00	\$4,993.00
0900-0332-0-0000-2700-330100-021-0000	\$493.00	\$9.00	\$502.00
0900-0332-0-0000-2700-340100-021-0000	\$4,520.00	\$168.00	\$4,688.00
0900-0332-0-0000-2700-360100-021-0000	\$643.00	\$11.00	\$654.00
0900-0332-0-0000-3110-130000-021-0000	\$68,104.00	\$1,205.00	\$69,309.00
0900-0332-0-0000-3110-310100-021-0000	\$9,827.00	\$174.00	\$10,001.00
0900-0332-0-0000-3110-330100-021-0000	\$988.00	\$17.00	\$1,005.00
0900-0332-0-0000-3110-340100-021-0000	\$9,053.00	\$336.00	\$9,389.00
0900-0332-0-0000-3110-350100-021-0000	\$34.00	\$1.00	\$35.00
0900-0332-0-0000-3110-360100-021-0000	\$1,287.00	\$23.00	\$1,310.00
0900-0332-0-1110-1000-430000-021-0000	\$16,244.00	(\$13,000.00)	\$3,244.00
0900-0332-0-1110-1000-580009-021-0000	\$13,529.00	\$13,000.00	\$26,529.00
0900-1100-0-1110-1000-430000-021-0000	\$19,040.00	\$957.29	\$19,997.29
0900-1400-0-1110-1000-110000-021-0000	\$68,139.00	\$2,645.00	\$70,784.00
0900-1400-0-1110-1000-310100-021-0000	\$9,832.00	\$382.00	\$10,214.00
0900-1400-0-1110-1000-330100-021-0000	\$988.00	\$38.00	\$1,026.00
0900-1400-0-1110-1000-340100-001-0000	(\$3,538.00)	(\$3,116.00)	(\$6,654.00)
0900-1400-0-1110-1000-350100-021-0000	\$34.00	\$1.00	\$35.00
0900-1400-0-1110-1000-360100-021-0000	\$1,288.00	\$50.00	\$1,338.00
***Expense Total	<u>\$1,959,643.00</u>	<u>\$17,189.29</u>	<u>\$1,976,832.29</u>

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 0900 Charter Schools Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Balance Sheet Accounts			
0900-0000-0-0000-0000-978000-000-0000	\$317,945.87	\$19,583.00	\$337,528.87
0900-1100-0-0000-0000-978000-000-0000	\$33,059.09	(\$532.00)	\$32,527.09
0900-1100-0-0000-0000-978000-021-0000	\$425.29	(\$425.29)	\$0.00
***Balance Sheet Account Total	<u>\$351,430.25</u>	<u>\$18,625.71</u>	<u>\$370,055.96</u>
Fund Totals			
Total: Income	\$3,424,004.00	\$35,815.00	\$3,459,819.00
Total: Expenses	\$1,959,643.00	\$17,189.29	\$1,976,832.29
Total: Balance Sheet Accounts	\$351,430.25	\$18,625.71	\$370,055.96

Pending Budget Revision
Control Number 20180007

ResolutionNo. 8-18

Fund: 1300 Cafeteria Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
1300-5310-0-0000-0000-866000-000-0000	\$12,000.00	(\$4,000.00)	\$8,000.00
1300-5310-0-0000-0000-867700-000-4002	\$16,200.00	(\$4,700.00)	\$11,500.00
1300-5310-0-0000-0000-867700-000-4003	\$980.00	\$20.00	\$1,000.00
1300-5310-0-0000-0000-867700-000-4005	\$5,724.00	(\$4,224.00)	\$1,500.00
1300-5310-0-0000-0000-867700-000-4010	\$1,410.00	(\$310.00)	\$1,100.00
1300-5310-0-0000-0000-867700-000-4026	\$225.00	\$25.00	\$250.00
1300-5310-0-0000-0000-867700-000-4027	\$60.00	\$140.00	\$200.00
1300-5310-0-0000-3700-822100-000-4040	\$0.00	\$245,000.00	\$245,000.00
1300-5310-0-0000-3700-822100-008-4040	\$245,000.00	(\$245,000.00)	\$0.00
***Income Total	<u>\$281,599.00</u>	<u>(\$13,049.00)</u>	<u>\$268,550.00</u>
Expenses			
1300-5310-0-0000-3700-220000-008-0000	\$168,574.00	\$2,791.00	\$171,365.00
1300-5310-0-0000-3700-220080-008-0000	\$516,871.00	\$19,181.00	\$536,052.00
1300-5310-0-0000-3700-230000-008-0000	\$97,385.00	\$1,724.00	\$99,109.00
1300-5310-0-0000-3700-240000-008-0000	\$235,735.00	\$4,459.00	\$240,194.00
1300-5310-0-0000-3700-320200-001-0000	\$0.00	(\$80,000.00)	(\$80,000.00)
1300-5310-0-0000-3700-320200-008-0000	\$162,589.00	\$4,481.00	\$167,070.00
1300-5310-0-0000-3700-330200-008-0000	\$80,085.00	\$2,208.00	\$82,293.00
1300-5310-0-0000-3700-340200-008-0000	\$183,720.00	\$4,368.00	\$188,088.00
1300-5310-0-0000-3700-350200-008-0000	\$523.00	\$15.00	\$538.00
1300-5310-0-0000-3700-360200-008-0000	\$19,786.00	\$545.00	\$20,331.00
1300-5310-0-0000-3700-575030-008-0000	(\$86,153.00)	\$2,989.28	(\$83,163.72)
***Expense Total	<u>\$1,379,115.00</u>	<u>(\$37,238.72)</u>	<u>\$1,341,876.28</u>
Balance Sheet Accounts			
1300-5310-0-0000-0000-974000-000-0000	\$0.00	\$1,312,841.64	\$1,312,841.64
1300-5310-0-0000-0000-979100-000-0000	\$1,416,162.63	(\$69,937.71)	\$1,346,224.92
***Balance Sheet Account Total	<u>\$1,416,162.63</u>	<u>\$1,242,903.93</u>	<u>\$2,659,066.56</u>
Fund Totals			
Total: Income	\$281,599.00	(\$13,049.00)	\$268,550.00
Total: Expenses	\$1,379,115.00	(\$37,238.72)	\$1,341,876.28
Total: Balance Sheet Accounts	\$1,416,162.63	\$1,242,903.93	\$2,659,066.56

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 1400 Deferred Maintenance Fund

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
1400-0000-0-0000-8500-620000-030-0000	\$200,000.00	(\$97,219.24)	\$102,780.76
***Expense Total	<u>\$200,000.00</u>	<u>(\$97,219.24)</u>	<u>\$102,780.76</u>
Balance Sheet Accounts			
1400-0000-0-0000-0000-979100-000-0000	\$115,943.36	(\$97,219.24)	\$18,724.12
***Balance Sheet Account Total	<u>\$115,943.36</u>	<u>(\$97,219.24)</u>	<u>\$18,724.12</u>
Fund Totals			
Total: Income	\$0.00	\$0.00	\$0.00
Total: Expenses	\$200,000.00	(\$97,219.24)	\$102,780.76
Total: Balance Sheet Accounts	\$115,943.36	(\$97,219.24)	\$18,724.12

Pending Budget Revision
Control Number 20180007
Resolution No. 8-18

Fund: 2100 Building Fund-Local

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Expenses			
2100-9010-0-0000-8500-620000-021-0000	\$2,200,000.00	(\$1,700,000.00)	\$500,000.00
2100-9010-0-0000-8500-620000-024-0000	\$2,000,000.00	\$100,000.00	\$2,100,000.00
2100-9010-0-0000-8500-620000-038-0000	\$500,000.00	(\$450,000.00)	\$50,000.00
***Expense Total	<u>\$4,700,000.00</u>	<u>(\$2,050,000.00)</u>	<u>\$2,650,000.00</u>
Balance Sheet Accounts			
2100-0000-0-0000-0000-978000-000-0000	\$4,102.14	(\$4,102.14)	\$0.00
2100-0000-0-0000-0000-979100-000-0000	\$4,102.14	(\$4,102.14)	\$0.00
2100-9010-0-0000-0000-978000-000-0000	\$2,142,953.30	\$2,054,102.14	\$4,197,055.44
2100-9010-0-0000-0000-979100-000-0000	\$8,548,953.30	\$4,102.14	\$8,553,055.44
***Balance Sheet Account Total	<u>\$10,700,110.88</u>	<u>\$2,050,000.00</u>	<u>\$12,750,110.88</u>
Fund Totals			
Total: Income	\$0.00	\$0.00	\$0.00
Total: Expenses	\$4,700,000.00	(\$2,050,000.00)	\$2,650,000.00
Total: Balance Sheet Accounts	\$10,700,110.88	\$2,050,000.00	\$12,750,110.88

Pending Budget Revision
Control Number 20180007
ResolutionNo. 8-18

Fund: 6720 Self-Insurance/Other

FD---RE---Y-GO---FN---OB-----SI--L2	Revised	Adjustments	Proposed
Income			
6720-0000-0-0000-0000-866000-000-0000	\$4,500.00	(\$500.00)	\$4,000.00
6720-0000-0-0000-0000-867400-000-0000	\$651,168.00	\$32,855.26	\$684,023.26
***Income Total	<u>\$655,668.00</u>	<u>\$32,355.26</u>	<u>\$688,023.26</u>
Expenses			
6720-0000-0-0000-6000-580000-000-0141	\$593,467.00	\$81,533.00	\$675,000.00
***Expense Total	<u>\$593,467.00</u>	<u>\$81,533.00</u>	<u>\$675,000.00</u>
Balance Sheet Accounts			
6720-0000-0-0000-0000-978000-000-0000	\$0.00	\$364,938.64	\$364,938.64
***Balance Sheet Account Total	<u>\$0.00</u>	<u>\$364,938.64</u>	<u>\$364,938.64</u>
Fund Totals			
Total: Income	\$655,668.00	\$32,355.26	\$688,023.26
Total: Expenses	\$593,467.00	\$81,533.00	\$675,000.00
Total: Balance Sheet Accounts	\$0.00	\$364,938.64	\$364,938.64

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider approval of Resolution #7-18 regarding the accounting of developer fees.

PURPOSE:

Government Code sections 66001(d) and 66006(b) require school districts to make an annual accounting of the Capital Facilities Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the developer fee report and adopt Resolution #7-18.

RESOLUTION No. 7-18
RESOLUTION OF THE GOVERNING BOARD OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT
REGARDING ACCOUNTING OF DEVELOPMENT FEES
FOR THE 2016-2017 FISCAL YEAR
IN THE FOLLOWING FUND OR ACCOUNT:
2500-CAPITAL FACILITIES FUND
(Government Code sections 66001(d) & 66006(b))

1. Authority and Reasons for Adopting this Resolution.

- A. This District levied school facilities fees pursuant to various resolutions, the most recent of which is dated April 13, 2016 and is referred herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. Those resolutions were adopted under the authority of Education Code section 17620 (formerly Government Code section 53080). These fees have been deposited in the following fund or account: 2500-Capital Facilities Fund.
- B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year.
- C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 27, 2017, that this information be reviewed by this Board at its regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it.
- D. The Superintendent has informed the Board that a draft copy of this resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on September 4, 2017. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it.
- E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

2. What This Resolution Does.

This Resolution makes various findings and takes various actions regarding the Fund as required by and accordance with Government Code sections 66001(d) and 66006(b).

3. Findings Regarding the Fund

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2016-2017 Fiscal Year:

- A. In reference to Government Code section 66006(b)(2), the information identified in Section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged;
- E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the approximate dates on which the funding referred to in paragraph e above is expected to be deposited into the approximate account or fund is designated in Exhibit B; and
- G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs c-f above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

4. Superintendent Authorized to Take Necessary and Appropriate Action.

The Board further directs and authorizes the Superintendent to take, on its behalf, such further action as may be necessary and appropriate to effectuate this Resolution.

5. Certificate of Resolution

I, Robert Garcia, President of the Governing Board of the Hanford Elementary School District of Kings County, State of California, certify that this Resolution proposed by _____, seconded by _____, was duly passed and adopted by the Board, at an official and public meeting this 27th day of September, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Trustees
Hanford Elementary School District
Kings County, California

EXHIBIT A
 TO RESOLUTION REGARDING
 ACCOUNTING OF DEVELOPMENT FEES
 FOR FISCAL YEAR 2016-2017
 FOR THE FOLLOWING FUND OR ACCOUNT:
 2500-CAPITAL FACILITIES FUND (the "Fund")

Per Government Code section 66006(b)(1)(A)-(H) as indicated:

- A. A brief description of the type of fee in the Fund:

Level 1 school facilities fees.

- B. The amount of the fee.

The Hanford Elementary School District levied \$2.09 per square foot of assessable space of residential construction and \$0.34 per square foot of commercial/industrial construction from 07/01/16-06/30/17. It should be noted that the high school district also levies a school facilities fee in addition to the elementary school's based on its own Developer Fee Justification Study.

- C. The beginning and ending balance of the Fund

See Attachment 1.

- D. The amount of the fees collected and the interest earned.

See Attachment 1.

- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

See Attachment 1.

- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:

Sufficient funds have not been collected.

- G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

See Attachment 1.

- H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:

N/A. No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.

EXHIBIT B
TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2016-2017
FOR THE FOLLOWING FUND OR ACCOUNT:
2500-CAPITAL FACILITIES FUND (the "Fund")

Per Government Code section 66001(d)(1)-(4) as indicated:

- A. With respect to only the portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:

Installation and lease payments associated with additional portable classrooms.

- B. See section 3.D of the resolution.

- C. With respect to only the portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows:

Lease payments estimated at \$190,000 annually and are funded entirely out of developer fees.

- D. With respect to only the portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account of fund:

Lease payments (under the current terms) are not scheduled to be end until 2019.

BEGINNING BALANCE - 07/01/16 **\$ 525,204.05**

REVENUE:

DESCRIPTION

Fees 07/01/16-06/30/17	\$	450,874.20
Interest	\$	5,358.44
TOTAL FUNDS AVAILABLE	\$	981,436.69

EXPENSES:

PROJECT DESCRIPTION

	% Funded by Fee	Project Costs	Other Sources
Portable leases	100%	\$ 190,320.00	N/A
Installation costs (portables)	100%	\$ 26,048.64	N/A
Other services (Developer Fee Study, Master Planning, Etc.)	100%	\$ 4,921.94	N/A
TOTAL EXPENDITURES	\$	221,290.58	

ENDING BALANCE- 06/30/17 **\$ 760,146.11**

Residential Fee \$2.09/Square Foot (07/01/16-06/30/17)

Commercial Fee \$0.34/Square Foot (07/01/16-06/30/17)

Multi-Year Summary

Year	Beginning Balance	Fees Received	Interest/Other	Expenditures	Ending Balance
2011-2012	\$ 333,065.60	\$ 157,326.86	\$ 1,961.38	\$ 327,546.38	\$ 164,807.46
2012-2013	\$ 164,807.46	\$ 183,982.68	\$ 264.65	\$ 310,182.52	\$ 38,872.27
2013-2014	\$ 38,872.27	\$ 421,032.83	\$ 574.37	\$ 349,975.76	\$ 110,503.71
2014-2015	\$ 110,503.71	\$ 818,470.12	\$ 1,022.48	\$ 512,274.04	\$ 417,722.27
2015-2016	\$ 417,722.27	\$ 604,138.51	\$ 1,770.62	\$ 498,427.35	\$ 525,204.05

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2017

ITEM:

Consider declaring the attached listing of items surplus.

PURPOSE:

The following items listed on the attached sheet are obsolete, beyond repair and/or in need of being declared surplus:

FISCAL IMPACT:

There could be some residual value to the equipment.

RECOMMENDATIONS:

Declare the items surplus and allow the Director of Facilities to dispose of the equipment.

Asset Tag	Description
13914713	SMART BOARD 6275 FLAT PANEL
13000435	TEST SCORER
13000577	TRACTOR DAVIS FLEETLINE TRENCH
13001880	FAX MACHINE
13001951	FAX
13900470	1996 CHEVY PICKUP W/UTILITY BE
13900514	1995 CHEVY PICKUP W/UTILITY BE
13901188	HOST MACHINE W/ EXTRACTAVAC CA
13901189	HOST MACHINE W/EXTRACTAVAC CAT
13904671	FAX MACHINE HP 3100N
13904672	FAX MACHINE HP
13906198	1992 FORD PICKUP W/UTILITY BED
13907191	OLYMPIA MASTERTYPE III ELECTRI
13909046	RICOH 3310LE FAX MACHINE
13909225	BIOMEASURE YOUTH MEASURING SY
	EXTRACTAME CAT (CARPET EXTRACTOR)
	SPEED BUFFER 20"
	PAPER FOLDING MACHINE
	APPROXIMATELY 30 FRAMED PICTURES
	USED ELECTRICAL BREAKER
	ASSORTED SCHOOL CHAIRS, STUDENT DESKS AND TABLES
	USED OFFICE FURNITURE