

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, January 10, 2018

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# 18-17 – Community Day School

Case# 18-18 – Community Day School

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 December 8, 2017; December 15, 2017 and December 22, 2017.
- b) Approve minutes of Regular Board Meeting held on December 13, 2017 and Special Board Meeting held on December 20, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$300.00 from Jefferson Parent Teacher Club to Jefferson Charter Academy for Mariachi Band Uniforms.

3. INFORMATION ITEMS

- a) Receive for information the following revised Board Policy: (McConnell)
 - BP 5141.52 – Suicide Prevention

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

- b) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5148.2 – Before/After School Programs
- c) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 6164.6 – Identification and Education Under Section 504
- d) Receive for information the recommended deletion of optional Board Policy: (Rubalcava)
 - BP 6117 – Year-Round Schedules
- e) Receive for information the following revised Board Policy: (Rubalcava)
 - BP 6154 – Homework/Makeup Work

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant agreement with Krazan & Associates, Inc., for Martin Luther King Jr. Elementary School classroom wing addition & relocatable building project (Mulligan)
- b) Consider approval of the following revised Board Policy: (Carlton)
 - BP 0460 – Local Control Accountability Plan
- c) Consider approval of the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 6174 – Education for English Learners
- d) Consider approval of the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3260 – Fees And Charges
- e) Consider approval of the following revised Board Policy: (Strickland)
 - BP 5111.1 – District Residency
- f) Consider approval of the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5113 – Absences and Excuses
- g) Consider approval of the following revised Board Policy: (Strickland)
 - BP 6111 – School Calendar

5. PERSONNEL (Martinez)

- a) Employment
Temporary Employees/Substitutes/Yard Supervisors
 - Heidi Augusto, Short-term Yard Supervisor – 2.0 hrs., Washington, effective 1/8/18 to 3/23/18
 - Mariah Benitez, Short-term Yard Supervisor – 1.75 hrs., Monroe, effective 1/8/18 to 3/23/18
 - Tiffany Cantu, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 1/8/18 to 3/23/18
 - Olga Hernandez, Short-term Bilingual Clerk Typist II – 8.0 hrs., Kennedy, effective 1/8/18 to 2/9/18
 - Sanita Ieronimo, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 1/8/18 to 3/23/18
 - Veronica Leach, Yearbook – 1 unit, Hamilton, effective 12/8/17 to 5/15/18
 - Yolanda Macias, Short-term Special Education Aide – 5.5 hrs., Roosevelt, effective 11/27/17 to 1/19/18
 - Veronica Rubalcava, Short-term Yard Supervisor – 2.5 hrs., Jefferson, effective 1/8/18 to 3/23/18

- Miriam Sanchez Rodriguez, Substitute Yard Supervisor, effective 12/4/17
- Megan Schaub, Short-term READY Program Tutor – 4.5 hrs., (M,T,Th,F) and 5.25 hrs. (W), Lincoln; Short-term Yard Supervisor – 1.25 hrs., (W), Lincoln, effective 1/8/18 to 3/2/18
- Zachary Stewart, Substitute Custodian II, effective 12/1/17
- Alison Vidal, Substitute Yard Supervisor, effective 12/5/17
- Tiffany West, Short-term Special Circumstance Aide – 5.75 hrs., Roosevelt, effective 11/27/17 to 1/22/18
- b) Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594
 - Raul Guzman, 4-6 Boys Basketball Coach, Monroe, effective 11/7/17 to 2/11/18
- c) Resignations
 - Kyle Griffin, Computer Maintenance Technician – 8.0 hrs., Information Systems, effective 12/29/17
 - Thomas "Andy" Revious, Custodian II – 8.0 hrs., Simas, effective 1/12/18
- d) Retirement
 - Don Pomeroy, Locksmith – 8.0 hrs., Maintenance/DSF, effective 12/29/17
- e) More Hours
 - Mariah Benitez, Short-term Yard Supervisor, from 1.0 hrs. to 1.75 hrs., Monroe, effective 11/28/17 to 12/15/17
 - Sherree Nowack, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Washington, effective 11/13/17
- f) Decrease in Hours
 - Madasen Torres, Yard Supervisor, from 3.5 hrs. to 2.5 hrs., Monroe, effective 11/29/17
- g) Volunteers

<u>Name</u>	<u>School</u>
Letersha Hines	Lincoln
Maria Quintana	Lincoln
Veronica Lopez	Roosevelt
Michele King	Simas
Sonya Rocha	Simas
Leticia Zuniga	Simas
Pedro Martinez	Washington
Jennifer Luna	Washington
Ambar Olivera	Washington

6. FINANCIAL (Endo)

- a) Consider adoption of Resolution #15-18: Kings County Investment Policy.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: December 6, 2017

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

Date you wish to have your item considered: January 10, 2018

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-17 Community Day School
Case# 18-18 Community Day School

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/02/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/10/2018

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 12/08/17, 12/15/17 and 12/22/17.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 12/08/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12565483	13	DAWN ACOSTA Allowance	\$200.00
12565484	5012	ALVES & SONS DIESEL REPAIR INC. Repairs	\$210.00
12565485	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Services	\$312.63
12565486	6253	AT&T Telephone	\$34.55
12565487	7063	BESTWAY SANDWHICHES Food	\$2,954.40
12565488	4415	HEATHER BRASIL Allowance	\$201.41
12565489	7060	GENEVIEVE CAMPA Allowance	\$43.74
12565490	3068	DEBRA COLVARD Mileage	\$33.71
12565491	3973	DANIELLE DARPLI Allowance	\$203.47
12565492	405	DASSEL'S PETROLEUM INC. Fuel	\$401.50
12565493	4956	EXETER HIGH SCHOOL WRESTLING Entry Fees	\$550.00
12565494	7087	FAIRFIELD INN AND SUITES Travel & Conf	\$1,057.50
12565495	6453	FLOWERS BAKING COMPANY Food	\$919.80
12565496	6825	FREEDOM WRITERS FOUNDATION Inst'l Consultant	\$6,240.84
12565497	1769	FRESNO PRODUCE Food	\$7,594.95
12565498	556	JOY GABLER Travel & Conf	\$230.51
12565499	558	CAROL GALLEGOS Travel & Conf	\$67.00
12565500	2749	GARDA CL WEST INC. Other Services	\$534.95
12565501	1393	GAS COMPANY Gas	\$872.36
12565502	591	GOLD STAR FOODS Food	\$12,360.37
12565503	1816	LUCY GOMEZ Travel & Conf	\$67.00
12565504	3656	HANFORD AUTO & TRUCK PARTS Maint/Grounds/Transportation Supp	\$1,684.36
12565505	632	CITY OF HANFORD Water/Sewer	\$17,515.15
12565506	1931	KCSBA Dues & Memberships	\$100.00
12565507	827	LA TAPATIA TORTILLERIA INC. Food	\$1,367.30
12565508	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$7,649.01
12565509	2903	JAIME MARTINEZ Travel & Conf	\$47.39
12565510	2243	MATSON ALARM Leases	\$36.00
12565511	1058	OFFICE DEPOT LEP Supplies	\$618.63
12565512	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$2,193.30
12565513	4118	KERRY PIEROTTE Mileage	\$34.56
12565514	1168	PRODUCERS DAIRY PRODUCTS Food	\$12,510.05
12565515	5898	ANNELIESE ROA Kitchen Supplies	\$139.41
12565516	2646	JILL RUBALCAVA Travel & Conf	\$67.00
12565517	1303	SAVE MART SUPERMARKETS Food/Supplies	\$91.39
12565518	2013	MICHELLE SCHOFIELD Mileage	\$50.13
12565519	1356	SILVAS OIL COMPANY INC. Fuel	\$855.59
12565520	1367	SISC III Health & Welfare	\$565,558.00
12565521	1801	SMART & FINAL STORES (HFD KIT) Food/Supplies	\$65.53
12565522	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$18,943.60
12565523	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$24,246.30
12565524	5736	ZACHARY STEWART Other Services	\$21.00
12565525	1444	SYSCO FOODSERVICES OF MODESTO Kitchen Supplies	\$13,809.97
12565526	6823	TCG GROUP HOLDINGS Other Services	\$252.00
12565527	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
12565528	4114	TULARE COUNTY OFFICE OF EDUCATION Travel & Conf	\$1,680.00
12565529	1503	TULARE-KINGS MUSIC ED. ASSOC. Dues & Memberships	\$225.00
12565530	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$2,500.00

**Warrant Register For Warrants
Dated 12/08/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12565531	7088	ALISON VIDAL Other Services	\$21.00
12565532	7089	CHRIS WILSON Prepaid Meals	\$15.40
Total Amount of All Warrants:			\$707,412.76

Credit Card Register For Payments
Dated 12/08/2017

Document Number	Vendor Number	Vendor Name	Amount
14021591	91	AUTOMATED OFFICE SYSTEMS Leases	\$6,367.27
14021592	5747	CRISIS PREVENTION INSTITUTE (C Travel & Conf	\$3,516.00
14021593	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$866.97
Total Amount of All Credit Card Payments:			\$10,750.24

Warrant Register For Warrants

Dated 12/15/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12566027	6253	AT&T Telephone	\$59.42
12566028	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$2,432.06
12566029	6900	BENITO AVILA READY Supplies	\$57.47
12566030	1690	BATTERY SYSTEMS Custodial/Transportation Supplies	\$1,031.74
12566031	6112	JENNIFER BAYS Rewards	\$52.46
12566032	153	BOOKSOURCE Books	\$3,343.97
12566033	653	BRAD'S HANFORD SMOG-N-TUNE INC Repairs	\$41.75
12566034	236	STATE OF CALIFORNIA Other Services	\$2,114.00
12566035	1667	CDW GOVERNMENT INC. Equipment	\$7,762.57
12566036	303	CHAFFEE ZOO Study Trip	\$489.50
12566037	304	NICK CHAMPI ENTERPRISES INC. Grounds Supplies	\$145.84
12566038	324	CHILDS & COMPANY INC. Maintenance Supplies	\$1,691.18
12566039	3068	DEBRA COLVARD Travel & Conf/Mileage	\$97.41
12566040	1670	CONTRACT PAPER GROUP INC Warehouse	\$19,900.88
12566041	373	CPM EDUCATIONAL PROGRAM Inst'l Consultant	\$9,000.00
12566042	6190	CUSTOMINK Band Supplies	\$555.43
12566043	405	DASSEL'S PETROLEUM INC. Fuel	\$5,455.85
12566044	4417	CARIN DE LA TORRE Literacy Night Supplies	\$72.16
12566045	4815	DIGITECH INTEGRATIONS INC Repairs	\$691.60
12566046	5786	DOCUMENT TRACKING SERVICES Other Services	\$2,001.22
12566047	4196	EDUCATIONAL DATA SYSTEMS Test Scoring	\$12.30
12566048	502	ENTERPRISE RENT A CAR Travel & Conf	\$491.48
12566049	507	EVAN-MOOR EDUC. PUBLISHERS Books	\$29.99
12566050	3682	FASTENAL Maintenance Supplies	\$5.42
12566051	6232	FOLLETT LIBRARY RESOURCES Books	\$1,517.34
12566052	5517	FRESNO STATE Travel & Conf	\$300.00
12566053	3956	FUN WORKS Inst'l Consultant	\$308.00
12566054	1393	GAS COMPANY Gas	\$1,515.96
12566055	3305	GILBERT ELECTRIC COMPANY Repairs	\$680.98
12566056	1816	LUCY GOMEZ Meeting Supplies	\$16.08
12566057	5541	JOANN GRAHAM Mileage	\$163.18
12566058	2855	MARISSA HENDERSON Allowance	\$125.94
12566059	3784	BEATRIZ HUIZAR Allowance	\$105.55
12566060	5648	STACIE JOHNSON Mileage	\$27.55
12566061	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,407.50
12566062	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,230.72
12566063	5990	KELLER FORD Transportation Supplies	\$216.25
12566064	1783	KELLER MOTORS Transportation Supplies	\$241.43
12566065	1829	KENNEDY STUDENT BODY Meals	\$1,227.00
12566066	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$81.64
12566067	3962	KINGS COUNTY GLASS Repairs	\$6,103.80
12566068	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$684.56
12566069	6962	KRAZAN AND ASSOCIATES INC. Buildings & Improvements	\$751.00
12566070	820	SHEILA E KURTZ Mileage	\$127.54
12566071	986	LAWNMOWER MAN Grounds Supplies	\$301.12
12566072	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$529.55
12566073	6657	FRANK LOURENCO Travel & Conf	\$10.00
12566074	5647	DIANA LUGO READY Supplies	\$7.28

Warrant Register For Warrants

Dated 12/15/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12566075	5688	MIRANDA MENDOZA-ROBINSON Allowance	\$117.59
12566076	5510	NEWEGG.COM IT Supplies	\$232.14
12566077	3398	TIM NUANES Postage	\$257.71
12566078	6056	KRISTI OCHOA READY Supplies	\$41.67
12566079	1058	OFFICE DEPOT Office Supplies	\$145.54
12566080	6257	ORCHARD SUPPLY HARDWARE Maintenance/Grounds/Custodial Supplies	\$1,301.99
12566081	1253	ROBINSON'S INTERIORS INC. Repairs	\$5,980.00
12566082	1303	SAVE MART SUPERMARKETS Supplies	\$64.86
12566083	3800	SONITROL OF FRESNO Alarm System	\$4,458.00
12566084	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$20,001.07
12566085	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$9,924.20
12566086	5622	JOANNA STONE Mileage	\$70.62
12566087	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12566088	5946	THE HARTFORD Health & Welfare	\$1,165.84
12566089	1519	UNITED LABORATORIES Maintenance/Transportation Supplies	\$1,952.87
12566090	1521	UNITED REFRIGERATION INC. Equipment	\$4,728.93
12566091	2653	VALLEY OXYGEN Maintenance/Grounds Supplies	\$275.84
12566092	1554	SONIA VELO Mileage	\$44.08
12566093	6731	MARIA VILLA Payroll Liability Holding	\$15.54
12566094	6943	WEST VALLEY SUPPLY Grounds Supplies	\$484.84
12566095	2817	JESSIE WILLIAMS Allowance	\$184.13
12566096	6452	BREANNA YOUNG Literacy Night Supplies	\$50.38
12566097	2790	GINA YOUNG Allowance	\$168.82
Total Amount of All Warrants:			\$140,233.33

Credit Card Register For Payments
Dated 12/15/2017

Document Number	Vendor Number	Vendor Name	Amount
14021651	2	A-Z BUS SALES INC Transportation Supplies	\$507.23
14021652	179	BUDDY'S TROPHY SUPPLY READY Matl's	\$24.94
14021653	4893	DISCOVERY EDUCATION Software Licenses	\$33,175.00
14021654	509	EWING IRRIGATION PRODUCTS Grounds	\$319.97
14021655	2461	GAMETIME Repairs	\$960.27
14021656	4271	GOLDEN EAGLE CHARTER INC. Transportation	\$8,140.00
14021657	599	GOPHER SPORT Athletic Supplies	\$2,940.74
14021658	1802	MEDALLION SUPPLY Maintenance Supplies	\$263.06
14021659	1002	MORGAN & SLATES INC. Maintenance/Grounds Supplies	\$96.26
14021660	1314	SCHOLASTIC INC. Books	\$3,540.20
Total Amount of All Credit Card Payments:			\$49,967.67

Warrant Register For Warrants

Dated 12/22/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12566591	14	ACSA Travel & Conf	\$2,037.00
12566592	3970	MICHELLE ADAMS Allowance	\$70.46
12566593	6934	BLANCA ALVARADO-CABRERA Travel & Conf	\$129.82
12566594	6722	GRACIELA ALVAREZ Reissue Reimbursement	\$25.00
12566595	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Services	\$3,638.48
12566596	7074	DEBORAH ARNOLD Mileage	\$232.19
12566597	6253	AT&T Telephone	\$1,242.75
12566598	3258	BANK OF AMERICA Travel & Conf/Study Trip	\$4,898.41
12566599	1363	BEST BUY Food	\$2.50
12566600	153	BOOKSOURCE Books	\$35.71
12566601	6331	PAUL BORGES Reissue Reimbursement	\$60.00
12566602	5697	CALIFORNIA SCIENCE CENTER Study Trip	\$1,050.00
12566603	3822	LINDSEY CALVILLO Supplies/Study Trip	\$58.99
12566604	6818	MANUEL CASTELLON JR Reissue Reimbursement	\$25.00
12566605	355	CDT INC. Other Services	\$101.00
12566606	6977	PAIGE CROSS Reissue Refund	\$5.50
12566607	5427	MARY DETLEFSEN Mileage	\$92.13
12566608	5464	TORREYA EDWARDS Reissue Reimbursement	\$97.04
12566609	6453	FLOWERS BAKING COMPANY Food	\$1,037.60
12566610	2141	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$2,000.00
12566611	3400	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$1,600.00
12566612	1769	FRESNO PRODUCE Food	\$20,817.72
12566613	5517	FRESNO STATE Reissue Registration	\$150.00
12566614	4225	KAYE GARRISON Allowance	\$28.11
12566615	1393	GAS COMPANY Gas	\$997.85
12566616	5323	NATIVIDAD GEORGE Mileage	\$24.50
12566617	591	GOLD STAR FOODS Food	\$18,007.41
12566618	592	DAVID GOLDSMITH Supplies	\$266.92
12566619	1816	LUCY GOMEZ Reissue Reimbursement	\$43.76
12566620	5975	VANESSA GOMEZ Allowance	\$143.41
12566621	622	CHERYL GUILBEAU Mileage	\$77.74
12566622	1902	HANDWRITING WITHOUT TEARS Books	\$29.45
12566623	652	HANFORD SENTINEL Other Services	\$508.28
12566624	3528	LINDSAY HASTINGS Study Trip/Supplies	\$56.29
12566625	669	HAWTHORNE EDUCATIONAL SERVICES Books	\$58.00
12566626	2472	MARIA G. HERNANDEZ Reissue Reimbursement	\$26.89
12566627	6397	KATIE HEUGLY Allowance	\$184.83
12566628	686	JERI HIGDON Travel & Conf/Mileage	\$40.56
12566629	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$248.78
12566630	5264	HOUGHTON MIFFLIN HARCOURT Books	\$3,232.13
12566631	6382	HOUSLEY DEMOLITION CO INC Repairs	\$16,375.00
12566632	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$560.05
12566633	6573	IXL LEARNING Software License	\$8,075.00
12566634	5703	TERESA JAQUEZ Inst'l Consultant	\$2,348.40
12566635	5913	JAMI JENKINS Reissue Travel Advance	\$264.00
12566636	5648	STACIE JOHNSON Mileage	\$16.96
12566637	796	KINGS COUNTY OFFICE OF ED Other Costs	\$7,132.99
12566638	808	KINGS WASTE & RECYCLING Garbage	\$84.80

Warrant Register For Warrants

Dated 12/22/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12566639	5906	MICHAEL KOSS Supplies	\$54.42
12566640	827	LA TAPATIA TORTILLERIA INC. Food	\$372.90
12566641	6629	MANNYLENE LABABIT Reissue Reimbursement	\$93.20
12566642	7006	LEADER SERVICES Other Services	\$140.52
12566643	6459	MELODY LEE Reissue Reimbursement	\$43.76
12566644	7033	TERRI LINDSEY Reissue Reimbursement	\$21.45
12566645	4437	MACARIA LOPEZ Allowance	\$130.21
12566646	876	SHARON LOPEZ Allowance	\$197.31
12566647	3719	FLORITA MAGALLON Supplies	\$33.64
12566648	5430	ANDREW MARTINEZ Reissue Reimbursement	\$9.99
12566649	2491	MID-COUNTY FIRE EXTINGUISHER Custodial Supplies	\$241.31
12566650	6985	KRISTINA NEVES Reissue Reimbursement	\$21.00
12566651	3398	TIM NUANES Postage	\$237.28
12566652	1058	OFFICE DEPOT Office Supplies	\$732.93
12566653	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$1,742.95
12566654	5111	P & R PAPER SUPPLY COMPANY INC Food/Kitchen Supplies	\$4,806.93
12566655	5920	PANERA BREAD CAFÉ Reissue Payment	\$221.64
12566656	4088	ESTHER PHELPS Supplies	\$46.11
12566657	6674	PHYSIUS PHYSICAL THERAPY & WELLNESS Other Services	\$100.00
12566658	1132	ROSALBA PIMENTEL Allowance	\$111.48
12566659	3072	JENNIFER PITKIN Supplies	\$133.34
12566660	7091	ANASTASIA PRISAZNIK Rewards	\$51.10
12566661	1168	PRODUCERS DAIRY PRODUCTS Food	\$6,965.64
12566662	1901	PYRAMID CABINET SYSTEMS INC. Kitchen Supplies	\$80.44
12566663	4827	RAYMOND GEDDES & CO. INC. Inst'l Matl's	\$843.76
12566664	7052	PAUL RAYMOND Allowance	\$79.99
12566665	6939	VERONICA RESENDIS Reissue Reimbursement	\$21.00
12566666	6901	DAVID RIVERA Reissue Reimbursement	\$20.00
12566667	7084	JESUS RODRIGUEZ Travel & Conf	\$68.00
12566668	6028	MARIA ROSALES Allowance	\$100.00
12566669	6492	AUDRA SANCHEZ Reissue Reimbursement	\$73.18
12566670	3136	SAVE A LIFE TRAINING CENTER Other Services	\$1,120.00
12566671	1303	SAVE MART SUPERMARKETS Food/Kitchen Supplies	\$112.99
12566672	1374	SMART & FINAL STORES (HFD DO) Supplies	\$436.20
12566673	1801	SMART & FINAL STORES (HFD KIT) Food/Kitchen Supplies	\$687.94
12566674	6558	WENDY SOLANO Reissue Payroll	\$3.48
12566675	1389	PATRICIA SOPER Mileage	\$117.01
12566676	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$8,471.91
12566677	6928	JAZZMYNE SQUIRE Reissue Reimbursement	\$21.00
12566678	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$9,800.10
12566679	7090	SHANNON STOCKTON Allowance	\$57.52
12566680	5622	JOANNA STONE Mileage	\$25.84
12566681	4541	STONEYS CONCRETE LLC Mileage	\$163.88
12566682	6940	MIKE STRUTZ Reissue Reimbursement	\$256.00
12566683	2188	SUPPLYWORKS Custodial Supplies	\$2,927.04
12566684	1444	SYSCO FOODSERVICES OF MODESTO Food/Kitchen Supplies	\$18,387.52
12566685	6944	TETER LLP Buildings & Improvements	\$12,963.53
12566686	2138	THE TREE HOUSE Office Supplies	\$501.51

**Warrant Register For Warrants
Dated 12/22/2017**

Warrant Number	Vendor Number	Vendor Name	Amount
12566687	5758	LINA TUON Reissue Reimbursement	\$100.00
12566688	1506	TWB INSPECTIONS Buildings & Improvements	\$6,000.00
12566689	4547	U S SCHOOL SUPPLY Inst'l Matl's	\$377.77
12566690	3959	UC REGENTS Travel & Conf	\$675.00
12566691	4522	US AIR CONDITIONING DIST INC. Maintenance Supplies	\$531.58
12566692	1554	SONIA VELO Mileage	\$32.69
12566693	1603	WESTERN BUILDING MATERIALS Repairs	\$12,445.00
12566694	6323	PAOLO WHEATON Allowance	\$200.00
12566695	4152	LAURIE YOUNG Allowance	\$200.00
Total Amount of All Warrants:			\$192,645.40

Credit Card Register For Payments
Dated 12/22/2017

Document Number	Vendor Number	Vendor Name	Amount
14021719	4893	DISCOVERY EDUCATION Software Licenses	\$13,524.00
14021720	4826	GRAPHITE PEN & PENCIL COMPANY Inst'l Matl's	\$127.46
14021721	5690	INDOFF INCORPORATED Equipment	\$4,827.64
14021722	4276	LEARNING A-Z Software License	\$5,771.85
14021723	1021	NASCO Allowance	\$154.92
14021724	1121	PERMA-BOUND Books	\$1,154.48
14021725	1345	SHIFFLER EQUIPMENT SALES INC. Maintenance Supplies	\$475.03
14021726	1350	SIGN WORKS Other Services	\$387.25
14021727	1753	SMILEMAKERS Medical Supplies	\$101.92
14021728	1637	WOODWIND & BRASSWIND Band Supplies	\$67.11
Total Amount of All Credit Card Payments:			\$26,591.66

Hanford Elementary School District
Minutes of the Annual Organizational Board Meeting
December 13, 2017

Minutes of the Annual Organizational Board Meeting of the Hanford Elementary School District Board of Trustees on December 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. Trustees Garner, Hernandez, Revious and Strickland were present.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Lindsey Calvillo, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Rick Johnston, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Julie Pulis, Jill Rubalcava, Cruz Sanchez and Jay Strickland.
- Recognitions** President Garcia recognized the special guests present:
- Adrian Ortiz, student and READY Leadership President at Hamilton. Adrian thanked everyone present for their help in reaching their goal for the food drive with the Salvation Army. He looks forward to working with everyone next year.
 - Leah Vidal, student at Lee Richmond, wrote a poem that was recognized and published.
 - Terry Lindsey, HESD Nurse, received the CSNO Excellence in School Nursing Administrative Award certificate in administrative nursing. She thanked Joy for inviting her and everyone present.
- President Garcia thanked Superintendent Gabler for working well with him as the President to the Board and for their great communication. He feels they have a great board and great leadership team.
- ANNUAL ORGANIZATION**
- Secretary of the Board, Superintendent Gabler, conducted the election of officers for 2018.
- Garner elected President for 2017** Trustee Strickland nominated Garner for President of the HESD Board of Trustees. There were no other nominations. Trustee Revious moved that nominations be closed, Trustee Garcia seconded, and the motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

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

- Garcia – Yes
- Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

By unanimous vote, Garner was elected to serve as 2018 President of HESD Board of Trustees.

Revious elected Vice-President for 2018

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

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

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

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

By unanimous vote, Revious was elected to serve as 2018 Vice-President of HESD Board of Trustees.

Hernandez elected Clerk for 2018

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

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

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

Garcia – Yes

Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

By unanimous vote Hernandez was elected to serve as 2018 Clerk for the HESD Board of Trustees.

Committee Appointments

President Garner appointed Trustees to serve on the following committees for 2018 as follows:

Budget Committee – Strickland and Hernandez

Kings County School Boards Association – Strickland

HESD Educational Foundation – Revious

Jefferson Charter Academy Governance Council – Garcia

**Board Meeting
2018 Calendar**

Trustee Revious motioned to adopt the Board Meeting Calendar for 2018 as submitted. Trustee Hernandez seconded, motion carried 5-0:

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

Public Comments None**Board and Staff
Comments**

Trustee Revious stated the CSBA conference was a success. He also attended a basketball game and witnessed the 7th grade team win. HESD has awesome basketball players and asked Don Arakelian to relay to coaches that they are doing a great job.

Trustee Strickland thanked everyone for their help with his first year on the board. He has learned a lot. He thanked Superintendent Joy for the opportunity to attend the Masters in Governance. He thanked Trustee Garcia for being a gracious president. He thanked the staff for their hard work and Jessica Valencia for her assistance.

Superintendent Gabler introduced Liz Ibarra, who will be covering Jessica Valencia while she is absent.

President Garner thanked Anne Marie for her delicious meal and all that she had done for the District.

**Requests to
Address the
Board**

None

**Dates to
Remember**

President Garner reviewed dates to remember: Special Board Meeting on December 20th at 12:00 p.m.; Winter Break from December 18th through January 5th; Holidays on December 25th and December 26th; Regular Board Meeting on January 10th at 5:30 p.m.; Jr Explorer Academy Day on January 20th; Jr Explorer Promotions Ceremony on January 26th.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "k" 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 consent items "a" through "k". Trustee Strickland seconded; motion carried 5-0:

Garcia – Yes

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

The items approved are as follows:

- a) Warrant listings dated 11/3/17, 11/13/17, 11/17/17, 11/27/17 and 12/1/17.
- b) Minutes of Regular Board Meeting November 8, 2017.
- c) Interdistrict transfers as recommended.
- d) Donation of \$53.73 from Shoparoo.
- e) Donation of jackets and sweatshirts from All Valley Youth Football League.
- f) Donation of dictionaries from The Hanford Rotary Club.
- g) Donation of \$1,100.00 from Hamilton Parent Teacher Club.
- h) Donation by of a Kenmore Side by Side Refrigerator/Freezer from Ron Riso to the Woodrow Wilson Parent Club.
- i) Donation of \$142.00 from Spirit and Pride.
- j) Donation of two (2) bicycles per grade level, 2nd to 6th grade from London Properties.
- k) Donation of \$2,516.21 from Jefferson Parent Teacher Club.

Trustee Revious recognized all donations from all the donors.

INFORMATION ITEMS

2017/18 Annual Williams Report Superintendent Joy C. Gabler presented for information the 2017-2018 Annual Williams Report provided by the Kings County Office of Education. The report was excellent with zero findings.

PAC Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the report from the Parent Advisory Committee Meeting held on May 23, 2017 (Meeting #5). The PAC received for information a draft of the 2017-18 to 2019-20 LCAP and a review of the LCAP approval process. The PAC recommended to approve the report to the board from meeting #4 and that the board approved the 2017-18 to 2019-20 LCAP.

DELAC Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the report from the District English Learner Advisory Committee (DELAC) for the meeting held on May 24, 2017. (Meeting #5). The DELAC received for information a draft of the 2017-18 to 2019-2020 LCAP, review of the LCAP approval process, Title I evaluation, 2017-18 Consolidated Application for funding, 2017-18 LEAP Addendum, and the 207-18 Title III Action Plan for English Learners. The DELAC recommended to approve the district's LCAP 2017-18 to 2019-2020, the LEAP Addendum and the 2017-18 Title III Action Plan for English Learners.

Financial Report 7/1/17-11/30/17 David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2017-11/30/2017.

Trustee Revious asked how the District was doing with expected financial expenses and if there was room for saving. David Endo stated there is nothing major impacting the budget.

- Budget Calendar 2018/19** David Endo, Chief Business Official, presented for information the Budget Calendar for the 2018-2019 budget.
- BP 0460** Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following revised Board Policy:
- BP 0460 – Local Control Accountability Plan
- BP/AR 6174** Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6174 – Education for English Learners
- BP/AR 6145.2** Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6145.2 – Athletic Competition
- BP 5111.1** Jay Strickland, Director of Child Welfare & Attendance, presented for information the following revised Board Policy:
- BP 5111.1 - District Residency
- BP/AR 5113** Jay Strickland, Director of Child Welfare & Attendance, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 5113 – Absences and Excuses
- BP 6111** Jay Strickland, Director of Child Welfare & Attendance, presented for information the following revised Board Policy:
- BP 6111 – School Calendar
- BP/AR 3260** David Endo, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 3260 – Fees and Charges
- BP 4121.2** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Board Policy:
- BP 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates

BOARD POLICIES AND ADMINISTRATION

- Family HealthCare Network MOU** Trustee Garcia made a motion to approve Memorandum of Understanding with The Family HealthCare Network to provide health care access to the community of Hanford from a mobile unit operated by Family HealthCare Network. The mobile unit will be parked once a month at Roosevelt, Lincoln, and MLK. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

- Sharon Ramseier-** Trustee Strickland made a motion to approve Consultant Contract with Sharon Ramseier-Williams for Custom Parent-Kinder Bi-Literacy Workshops (Spanish &

Williams Contract

English). This will allow for parents with Kinder English Learners from Lincoln Elementary to receive training and tools to support their children. Trustee Garcia seconded; motion carried 5-0:

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

TWB Inspections Contract

Trustee Revious made a motion to approve the contract with TWB Inspections to oversee the new classroom & relocatable building project at Martin Luther King Jr. Elementary. Trustee Hernandez seconded; motion carried 5-0:

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

CSEA MOU

Trustee Strickland made a motion to approve the Memorandum of Understanding between Hanford Elementary School District (HESD) and California School Employees Association, Chapter #344 (CSEA) to provide CSEA notice of any newly hired employee, within ten (10) work days of date of hire. This will allow Chapter President, or designee, an opportunity to meet with new hires and provide an introduction to the Union. Trustee Garcia seconded; motion carried 5-0:

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

BP 0410

Trustee Revious made a motion to approve the revised Board Policy 0410 – Nondiscrimination in District Programs and Activities. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 5145.3

Trustee Revious made a motion to approve the revised Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 5145.7

Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation 5145.7 – Sexual Harassment. Trustee Garcia seconded;

motion carried 5-0:

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

E 9323.2

Trustee Hernandez made a motion to approve the revised Exhibit 9323.2 – Actions by the Board. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 5141.21

Trustee Revious made a motion to approve the revised Board Policy and Administrative Regulation 5141.21 – Administering Medication & Monitoring Health Conditions. Trustee Garcia seconded; motion carried 5-0:

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

BP 5030

Trustee Hernandez made a motion to approve the revised Board Policy 5030 – Student Wellness. Trustee Garcia seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

***Item “a” –
 Employment***

The following items were approved:

Classified

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

Temporary Employees/Substitutes/Yard Supervisors

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

***Item "b" –
Temporary
Athletic Team
Coaches***

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

- Jose Azua, 8th Grade Boys Soccer Coach, Wilson, effective 11/14/17 to 2/5/18
- Rachel Castellanos, 4-6 Girls Basketball Coach, Roosevelt, effective 11/17/17 to 2/10/18
- Juan Covarrubias, 7th/8th Grade Boys/Girls Wrestling Coach, Kennedy, effective 11/17/17 to 2/3/18
- Javantae Farmah, 4-6 Grade Girls Basketball Coach, Washington, effective 11/8/17 to 2/10/18
- Jorge Navarro, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/17/17 to 2/3/18
- Michael Quinones, 4-6 Boys Basketball Coach, Washington, effective 11/6/17 to 2/10/18
- Eugene Reyes, 7th/8th Grade Boys/Girls Wrestling Coach, Wilson, effective 11/30/17 to 2/3/18
- Jose Rojas II, 4-6 Boys Basketball Coach, Monroe, effective 11/6/17 to 2/11/18
- Jaime Vazquez, 7th Grade Boys Soccer Coach, Kennedy, effective 11/13/17 to 2/5/18

***Item "c" –
Resignations***

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

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

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

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

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

***Item "f" –
Volunteers***

<u>Name</u>	<u>School</u>
Mary Mendoza	Jefferson
Melonie Robinson	Jefferson
Jonathan Navarro	King
Grecia Garcia	Monroe
Timothy Goldsmith II	Monroe
Miriam Mendoza	Monroe
Gracie Morales	Richmond
Gema Ramos	Richmond
Yvonne Walker	Roosevelt
Hayley Quesada	Simas
Shannon Miller	Wilson

FINANCIAL

Donation

Trustee Garcia made a motion to approval of donation to the Food Services Department. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes

Revious – Yes
Strickland – Yes

**Kings County
Treasurer's
Quarterly Report**

Trustee Garcia made a motion to Kings County Treasurer's Quarterly Compliance Report. Trustee Hernandez seconded; motion carried 5-0:

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

**Resolution #14-
18**

Trustee Garcia made a motion to adopt Resolution #14-18 California Environmental Quality Act (CEQA) Exemption – Jefferson Library & Administration Building. Trustee Strickland seconded; motion carried 5-0:

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

**Resolution #13-
18**

Trustee Strickland made a motion to adopt Resolution #13-18 California Environmental Quality Act (CEQA) Exemption – Martin Luther King Jr. Classroom Wing. Trustee Garcia seconded; motion carried 5-0:

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

**Resolution #12-
18**

David Endo, Chief Business Official, gave a summary explaining the process for potential State funding for school construction.

Trustee Strickland made a motion to adopt Resolution #12-18 – Approval of the use of pupil grant eligibility for the construction of the library building at Jefferson Charter Academy. Trustee Revious seconded; motion carried 5-0:

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

**Certification of
Signatures**

Trustee Strickland made a motion to approve the certification of signatures. Trustee Garcia seconded; motion carried 5-0:

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

CLOSED SESSION

At 7:11 p.m. Trustees adjourned to closed session for the purpose of:

- Student Discipline pursuant to Education Code section 48918

Trustees returned to open session at 7:32 p.m.

Case #18-14; 18-15; 18-16 Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #18-14, #18-15, #18-16 for the remainder of the 2017-18 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on December 11, 2017. Parents may apply for Readmission on or after June 6, 2018. Trustee Strickland seconded; motion carried 5-0:

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

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

Respectfully submitted,

Joy C. Gabler,
 Secretary to the Board of Trustees

Approved:

 Jeff Garner, President

 Lupe Hernandez, Clerk

Hanford Elementary School District
Minutes of the Special Board Meeting
December 20, 2017

Minutes of the Special Board Meeting of the Hanford Elementary School District Board of Trustees on December 20, 2017 at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 12:00 p.m. Trustee Garcia, Hernandez, Revious and Strickland were present.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Jaime Martinez, and Gerry Mulligan.
- Public Comments** None
- Board and Staff Comments** Trustee Garcia stated staff made a great job removing the wall at Martin Luther King Jr. Elementary School. Superintendent Gabler thanked everyone for being here for the special board meeting.
- Requests to Address the Board** None
- Dates to Remember** President Garner reviewed dates to remember: December 18th-January 5th Winter Break; December 25th-December 26th Holiday – Christmas; January 1st-January 2nd Holiday – New Years; January 10th Regular Board Meeting at 5 p.m. President Garner stated he will not be present during the January 10th board meeting. Mr. Revious will run January 10th board meeting in Mr. Garner's absence.

BOARD POLICIES AND ADMINISTRATION

- BP 4121.2** Trustee Garcia made a motion to approve the following revised Board Policy and Administrative Regulation 4121.2 – Certificated Substitute and Temporary Teacher Pay Rates. Trustee Revious seconded; motion carried 5-0:
 Garcia – Yes
 Garner – Yes
 Hernandez – Yes
 Revious – Yes
 Strickland – Yes
- Award for Wing Addition at MLK** Mr. Mulligan, Director of Facilities and Operations, presented Bid Recording Form from Gonzalez Architects.
- Trustee Strickland made a motion to approve award for the classroom wing addition and relocatable buildings at Martin Luther King Jr. Elementary School. Trustee Garcia seconded; motion carried 5-0:
 Garcia – Yes
 Garner – Yes

Hernandez – Yes

Revious – Yes

Strickland – Yes

Trustee Garcia stated he was thankful the board was open to receiving bids from different contractors because it meant potentially saving money.

Adjournment

There being no further business, President Garner adjourned the meeting at 12:08 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-175	A	Monroe	Pioneer	12/15/2017
I-176	A	Woodrow	Armona	12/15/2017
I-177	A	Kennedy	Armona	12/15/2017
I-178	A	King	Armona	12/15/2017
I-179	A	Simas	Pioneer	12/15/2017
I-180	A	Simas	Pioneer	12/15/2017
I-181	A	Jefferson	Kings River	12/15/2017
I-182	A	Jefferson	Kings River	12/15/2017
I-183	A	Lincoln	Armona	12/15/2017

No	A/D	Sch Req'd	Home Sch	Date
O-167	A	Lemoore	Simas	12/15/2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: December 18, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 10, 2018

ITEM: Donation of \$300.00 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

PURPOSE: To be used to purchase Mariachi Band Uniforms.

FISCAL IMPACT: Increase of \$300.00 to Jefferson Budget as follows:

0900-1100-0-1110-1000-430000-021-0000 \$300.00

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 21, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: January 10, 2018

ITEM: Review recommended revisions to Board Policy 5141.52 – Suicide Prevention

PURPOSE: Policy revision addresses minor changes to the language outlined in the brought to forward in February outlining the mandates of districts serving students in grades 7-12 to adopt policies on suicide prevention, intervention and postvention. In addition to addressing the needs of specified high-risk student populations, the policy addresses strategies to reduce suicide as a contagion.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Suicide Prevention

BP 5141.52

Students

The Governing Board recognizes that suicide is a ~~major~~leading cause of death among youth and ~~should be taken seriously. In order to~~ that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive measures and strategies ~~and for suicide prevention, intervention procedures, and postvention.~~

~~The~~ In developing measures and strategies for use by the district, the Superintendent or designee may ~~involve~~ consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies ~~and, mental health~~ professionals, and community organizations ~~in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.~~

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

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

~~Prevention~~Such measures and ~~Instruction~~

~~Suicide prevention~~ strategies ~~may~~ shall include, but are not ~~be~~ limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students-

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum

~~(cf. 6142.8 - Comprehensive Health Education)~~

~~The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district provides referrals to outside agencies to assist families whose children exhibit risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.~~

Staff Development

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

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

~~(cf. 5131.6 - Alcohol and Other Drugs)~~

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

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

4. ~~School and community resources and services~~

~~(cf. 5141.6—School Health Services)~~
~~(cf. 6164.2—Guidance/Counseling Services)~~

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

~~(cf. 4131—Staff Development)~~
~~(cf. 4231—Staff Development)~~
~~(cf. 4331—Staff Development)~~

Intervention

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

~~(cf. 5141—Health Care and Emergencies)~~

~~Students shall be encouraged to notify a teacher, school administrator, counselor, or other adult~~5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

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

~~(cf. 5138—Conflict Resolution/Peer Mediation)~~

~~The Superintendent or designee shall establish crisis~~6. Crisis intervention procedures ~~to ensure student safety and appropriate communications in the event that a~~for addressing suicide ~~occurs~~threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or an attempt is made on campus substance use disorders; students who are experiencing homelessness or at a school-sponsored activity who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

~~Youth Suicide Prevention Guidelines for California Schools, 2005~~

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

~~CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS~~~~California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONSPreventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012National Strategy for Suicide Prevention: Goals and Objectives for Action, ~~2004~~rev. 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>American Foundation for Suicide Prevention: <http://afsp.org>American Psychological Association: <http://www.apa.org>American School Counselor Association: <http://www.schoolcounselor.org>California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>California Department of ~~Mental Health, Children and Youth Programs~~ Care Services, Suicide Prevention Program:http://www.dmhdhcs.ca.gov/Services_and_Programs/Children_and_Youthservices/MH/Pages/SuicidePrevention.aspxCenters for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>National Association of School Psychologists: <http://www.nasponline.org>

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

Trevor Project: <http://thetrevorproject.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: February 22, 2017 Hanford, California

revised: January 10, 2018

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 21, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: January 10, 2018

ITEM: Review recommended revisions to Board Policy & Administrative Regulation 5148.2 – Before/After School Programs

PURPOSE: Policy revisions address program content and focus on alignment with goals, as outlined in the District's LCAP and provides priority enrollment to homeless or foster youth.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Before/After School Programs

BP 5148.2

Students

The Governing Board desires to provide [before-school and/or](#) after-school enrichment programs that support the regular education program ~~and provide safe alternatives for students in a supervised environment~~. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, ~~its~~ [local control and accountability plan](#), curriculum, and ~~district and state~~ academic standards.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

[\(cf. 0460 - Local Control and Accountability Plan\)](#)

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 6011 - Academic Standards)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5)

[To the extent feasible, the district shall give priority to establishing before-school and/or after-school programs in low-performing schools and/or programs that serve low-income and other at-risk students.](#)

(cf. 1020 - Youth Services)

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

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

~~The establishment of any~~ [Any](#) program [to be established](#) shall be approved by the Board and the principal of each participating school. (Education Code 8421, 8482.3)

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's [before-school and/or](#) after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job

responsibilities.—(~~Education Code 8483.4~~)

(cf. 1240 - Volunteer Assistance)
 (cf. 4131 - Staff Development)
 (cf. 4222 - Teacher Aides/Paraprofessionals)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)

The Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, the each program may include support services that reinforce the educational component and promote student health and well-being.

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 5030 - Student Wellness)
 (cf. 5131.6 - Alcohol and Other Drugs)
 (cf. 6142.7 - Physical Education and Activity)

No fee shall be charged for participation in the program.

(cf. 3260 - Fees and Charges)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

(cf. 0500 - Accountability)

Every three years, the ~~program~~ Superintendent or designee shall review ~~its~~ the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.—
 (~~Education Code 8482.3~~)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

8263 Eligibility and priorities for subsidized child development services

8263.4 Enrollment of students ages 11-12 years

8273.1 Family fees, exemptions

8350-8359.1 Programs for CalWORKS recipients
 8360-8370 Personnel qualifications
 8420-8428 21st Century After-School Program for Teens
 8482-8484.65 After School Education and Safety Program
 8484.7-8484.9 21st Century Community Learning Centers
 8490-8490.7 Distinguished After School Health Recognition Program
 17264 New construction; accommodation of before- and after-school programs
 35021.3 After-school physical recreation instructors
 45125 Criminal record check
 45330 Paraprofessionals; instructional aides
~~35340~~[45340](#)-45349 Paraprofessionals; instructional aides
 49024 Criminal background check; Activity Supervisor Clearance Certificate
 49430-49434 Nutrition standards
~~49540-49546~~ [Child Care Food Program](#)
 49553 Free or reduced-price meals
~~69530-69547.9~~[60851.1 Suspension of high school exit examination](#)
~~69430-69460~~ Cal Grant program
 UNITED STATES CODE, TITLE 20
~~6311~~ [State plans](#)
 6314 Title I schoolwide programs
~~6319~~ [Program improvement](#)
 7171-7176 21st Century Community Learning Centers
 UNITED STATES CODE, TITLE 42
 1766-1766a Child and Adult Care Food Program
~~11434a~~ [Education for homeless children and youths](#)
 CODE OF FEDERAL REGULATIONS, TITLE 7
 226.17 ~~Nutrition~~[Child care center nutrition](#) standards

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

[Quality Program Improvement Plan for Expanded Learning Programs in California 2016-17, November 2016](#)

[Request for Application for Programs Proposing to Serve High School Students, September 2016](#)

[21st Century Community Learning Centers \(21st CCLC\) FAQs Elementary/Middle School Programs, September 2016](#)

A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014

Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014

[21st Century High School After School Safety and Enrichment for Teens Program Frequently Asked Questions, March 2012](#)

California After School Physical Activity Guidelines, 2009

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

21st Century Community Learning Centers, Nonregulatory Guidance, February 2003

WEB SITES

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

California Department of Education, Before and After School: <http://www.cde.ca.gov/ls/ba>
California Healthy Kids Survey: <https://chks.wested.org>
California School-Age Consortium: <http://calsac.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Partnership for Children and Youth: <http://partnerforchildren.org>
U.S. Department of Agriculture: <http://www.fns.usda.gov/cnd/care/afterschool.htm>
U.S. Department of Education: <http://www.ed.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted:	January 21, 2009	Hanford, California
revised:	October 14, 2015	
revised:	October 28, 2015	
revised:	January 10, 2018	

Hanford ESD

Administrative Regulation

Before/After School Programs

AR 5148.2

Students

~~Grades K-6~~

Grades TK-6

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades TK-6 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

Consistent with state funding priorities, the district shall, to the extent feasible, give priority to establishing ASES programs that serve students in schools with the highest percentage of students eligible for free and reduced-price meals.

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~The district's ASES 21st CCLC program shall primarily serve students in Title I schoolwide programs or serve a high percentage of students from low income families. (Education Code 8484.8; 20 USC 7173)~~

(cf. 6171 - Title I Programs)

The district's ASES and 21st CCLC program~~(s)~~ shall be operated in accordance with the following:

1. Program Elements

a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6154 - Homework/Makeup Work)

(cf. 6163.4 - Student Use of Technology)

b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and

prevention activities. (Education Code 8482.3)

(cf. 5131.6 - Alcohol and Other Drugs)
 (cf. 5131.62 - Tobacco)
 (cf. 6142.6 - Visual and Performing Arts)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6178 - Career Technical Education)

2. Nutrition

a. If snacks or meals are made available in the program, they shall conform to ~~state~~ nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3; 42 USC 1766-1766a; 7 CFR 226.17)

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3554 - Other Food Sales)
 (cf. 5030 - Student Wellness)

3. Location of Program

a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3)

b. When there is a significant barrier to student participation in ~~the~~ either the before-school or after-school component of a program at the school of attendance, the district Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. ~~A significant barrier includes either~~ Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8)

(1) Fewer than 20 students participating in the program component

(2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation

~~_____~~ (3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code

8482.8)

(cf. 3540 - Transportation)

4. Staffing

a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4; ~~20 USC 6319, 45330, 45344, 45344.5~~)

(cf. 4222 - Teacher Aides/Paraprofessionals)

b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

(cf. 1240 - Volunteer Assistance)

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

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

c. The student-to-staff ratio shall be no more than 20 to 1. (Education Code 8483.4)

5. Hours of Operation

a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1)

b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483)

6. Admissions

a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6)

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

b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

(1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. (Education Code 8483, 8483.1)

The district is not required to disenroll a current student in order to secure the enrollment of a

student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483)

(cf. ~~(1) Priority~~ 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

***Note: Items #(3)-(5) are optional and may be revised or expanded to include enrollment priorities established by the district. ***

(2) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative ~~regulations~~regulation.

(cf. 6179 - Supplemental Instruction)

(3) Any remaining capacity shall be filled by students selected at random.

(34) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that he/she participates.

b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival of his/her child for the before-school program or the reasonable early daily release of his/her child from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

Reports

The Superintendent or designee shall annually submit to the CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis

2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. 0500 - Accountability)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	January 21, 2009	Hanford, California
revised:	October 14, 2015	
revised:	October 28, 2015	
revised:	January 10, 2018	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: December 21, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: January 10, 2018

ITEM: Review recommended revisions to Board Policy & Administrative Regulation 6164.6 –
Identification And Education Under Section 504

PURPOSE: Policy revisions address minor changes in the policy as recommended by CSBA.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Identification And Education Under Section 504

BP 6164.6

Instruction

The Governing Board believes that all children, including children with disabilities, should have ~~an~~ the opportunity to learn in a safe and nurturing environment. ~~The district Superintendent or designee~~ shall work to identify children with disabilities who reside within ~~its~~ the jurisdiction of the district in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide ~~identified~~ qualified students with disabilities with a free appropriate public education, (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of ~~nondisabled~~ students without disabilities are met. (34 CFR 104.33)

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

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

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

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

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

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. -Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. -To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Legal Reference:

EDUCATION CODE

49423.5 Specialized physical health care services

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

56043 Special education, timelines

56321 Assessment; development of IEP; parental notifications, consent

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability in state and local government services

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.32 Location and notification

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

104.37 Nonacademic services

104.7 Responsible employee; grievance procedures

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief,

~~November~~December 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

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

Dear Colleague Letter; and Resource Guide on Students with ADHD, July 2016

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, October 2015

Dear Colleague Letter, January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools; January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: ay 16, 2001 Hanford, California

revised: August 20, 2013

revised: August 28, 2013

revised: January 10, 2018

Hanford ESD

Administrative Regulation

Identification And Education Under Section 504

AR 6164.6

Instruction

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

~~Director of Special Services~~

Assistant Superintendent

714 North White Street

Hanford, CA 93230

(559) 585-3617

Definitions

For the purpose of implementing Section 504 ~~of the Rehabilitation Act of 1973~~, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of ~~nondisabled~~ students without disabilities are met, ~~without at no~~ cost to the student or his/her parent/guardian, except when a fee is ~~imposed on nondisabled~~ specifically authorized by law for all students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (~~34~~28 CFR ~~104.335.108~~)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more ~~of the following~~ body systems: such as neurological; musculoskeletal, special sense organs; respiratory, ~~(including speech organs);~~ cardiovascular; reproductive, digestive, genito-urinary; immune, hemic ~~and~~ lymphatic; skin; and endocrine. (~~34~~28 CFR ~~104.335.108~~)

Mental impairment means any mental or psychological disorder, such as ~~mental retardation~~ intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. ~~(34~~28 CFR ~~104.35.108~~)

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself,

performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also includes major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, ~~and~~ digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.—

Substantially, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities shall be ~~determined~~ made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. —Mitigating measures ~~include~~ are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but ~~are~~ not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral, or adaptive neurological modifications ~~which an individual may use to eliminate or reduce the effects of an impairment~~, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; ~~3428~~ CFR ~~104.335.108~~)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. —This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. ~~If it is determined that~~ the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district

shall obtain written parent/guardian consent. The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A ~~multi-disciplinary~~ multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the

team's meeting shall reflect whether or not the student has been identified as a ~~disabled~~ person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. -The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.

6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5125 - Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of ~~nondisabled~~ students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational

placement of their children. ~~He/she~~ also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

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

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. ~~The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request.~~ ~~If the parent/guardian is not satisfied with the resolution of the issue,~~ or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence

- c. Question and cross-examine witnesses
- d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications


The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT
approved:	September 15, 1999 Hanford, California
revised:	September 1, 2010
revised:	August 6, 2013
revised:	August 28, 2013
review:	January 10, 2018

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: **Joy C. Gabler**
FROM: **Jill Rubalcava** 
DATE: **December 20, 2017**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: **January 10, 2018**

ITEM: BP 6117 Year – Round Schedules

PURPOSE: Receive information regarding the deletion of optional BP 6117 Year - Round Schedules

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Information Item - for first reading and review

Hanford ESD

DELETE

Board Policy

Year-Round Schedules

BP 6117

Instruction

~~The Board of Trustees recognizes that adequate school facilities must be provided to accommodate present student enrollment as well as anticipated growth. While new facilities may ultimately be built and/or present ones expanded, the Board also recognizes that existing facilities should be used as efficiently as possible.~~

~~The Board believes that a year round schedule is an effective way to handle the problem of over-enrollment while delivering sequential, continuous instruction which breaks up the traditional three-month summer vacation, thus reducing learning loss. The Board also believes that intersessions can provide significant opportunities for remediation or enrichment.~~

~~The Board approves the implementation of a year round schedule at any school site when community support has been demonstrated.~~

~~The Superintendent or designee shall develop a year round schedule for selected schools. The schedule shall specify the type of plan as well as the number of tracks.~~

~~All students will attend school for a minimum of 163 school days and/or no less than the minimal number of instructional minutes designated by grade level during a 12-month period as provided in law.~~

~~Federal and state holidays will be observed by all students.~~

~~(cf. 6115—Ceremonies and Observances)~~

~~The Superintendent or designee may approve requests for intradistrict transfer from a school operating on a year round calendar to a school operating on a traditional calendar or vice versa, if conditions permit.~~

~~Insofar as possible, parents/guardians of children in year-round programs shall have the opportunity to select the program track that best meets family needs. The schools shall give first priority to keeping family members on the same program track.~~

~~(cf. 5116—School Attendance Boundaries)~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~17017.5 Approval of applications; year-round education program~~
~~17017.7 Priority for funding new construction~~
~~17046.8 Maximum allowable building area~~
~~37610-37620 Establishment of continuous school programs~~
~~37630-37632 Elements of continuous school programs~~
~~37640-37643 Finances of continuous school programs~~
~~37670-37672 Year-round schools~~
~~42250.1 Funding for air conditioning~~
~~42260-42268 Year-round School Grant Program~~

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~
~~adopted: May 16, 2001 Hanford, California~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **December 20, 2017**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☒ Information
☐ ActionDate you wish to have your item considered: **January 10, 2018****ITEM:** BP 6154 Homework/Makeup Work**PURPOSE:** Receive information regarding CSBA recommended changes to BP 6154 Homework/Makeup Work**FISCAL IMPACT:** None at this time**RECOMMENDATIONS:** Information Item - for first reading and review

Hanford ESD

Board Policy

Homework/Makeup Work

BP 6154

Instruction

~~***Note: The following optional policy may be revised to reflect district practice.***~~

~~The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.~~

~~The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.~~

~~***Note: The following optional paragraph may be revised to specify the average number of minutes of homework that may be expected per day at each grade level, or the district may adopt an administrative regulation that contains such guidelines.***~~

~~Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.~~

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

~~As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.~~

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

~~***Note: The following optional paragraph may be revised to reflect district practice.***~~

~~Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.~~

~~Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.~~

~~At the beginning of the school year, teachers shall communicate homework expectations to~~

students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

~~(cf. The Board of Education believes that homework is an important part of the educational program of the students in the Hanford Elementary School District and should be assigned on a regular basis. Homework should help students become self-directed, independent learners and improve their academic achievements.~~

~~Homework assignments appropriate to the developmental level of a student will be used for enrichment, reinforcement, and extension of school experiences.~~

~~The amount of time usually required to complete homework assignments should gradually increase as the child progresses through the grade levels.~~

~~Homework is differentiated to support the goals, abilities, and interests of students. Some students may require more time for study than others, and different subjects require different amounts of homework.~~

~~Each school will develop a homework plan to assure that this policy is fully and properly implemented. It will be the responsibility of each teacher to understand the school plan and participate in it. Teachers will also explain to students and parents at the beginning of the school year their homework plan.~~

~~The Board recognizes that cooperation between parents and the school is necessary for students to make progress toward learning goals. Parents are encouraged to take an interest in the homework activities of their children and provide conditions that are conducive to good study habits.~~

~~(cf 6011 – Academic Standards)~~

~~(cf 5020 - Parent Rights and Responsibilities)~~

~~(cf 6020 - Parent Involvement)~~

***Note: The following paragraph should be revised to reflect district practice. Pursuant to Education Code 8482.3, before school and after school programs operated under the After School Education and Safety Program (Education Code 8482-8484.65) and/or the federal 21st Century Community Learning Center program (Education Code 8484.7-8484.9; 20 USC 7171-7176) are required to include an educational and literacy component in which tutoring or

~~homework assistance is provided in language arts, mathematics, history-social science, computer training, and/or science. If the district offers a before-school or after-school program under the 21st Century High School After School Safety and Enrichment for Teens program for grades 9-12 (Education Code 8420-8428; 20 USC 7171-7176), the program must include an academic-assistance program, which may include homework assistance. See AR 5148.2 - Before/After-School Programs. In addition, some districts offer a supervised study hall elective which high-school students can take instead of other electives.***~~

~~To further support students' homework efforts, Hanford Elementary School District offers a supervised homework period during the READY after school program. the Superintendent or designee may establish and maintain telephone help lines, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation-schedules that will enable students to make use of homework support services.~~

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 1700 - Relations between Private Industry and the Schools)~~

~~(cf. 3541 - Transportation Routes and Services)~~

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5148.2 - Before/After School Programs)~~

~~(cf. 6112 - School Day)~~

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

~~(cf. 6163.1 - Library Media Centers)~~

~~Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.~~

Makeup Work

~~***Note: Pursuant to Education Code 48205, students who miss school work because of an excused absence must be given full credit for makeup work satisfactorily completed within a reasonable period of time. State law does not require districts to give full credit for makeup work following an unexcused absence. However, CSBA's governance brief Research-Supported Strategies to Improve the Accuracy and Fairness of Grades recommends that student absence be dealt with separately from determining students' academic understanding and progress. Thus, the following paragraph provides for full credit to be awarded for satisfactory completion of makeup work regardless of the reason for the absence, an approach which is consistent with BP/AR 5121 - Grades/Evaluation for Student Achievement. Also see BP/AR 5113.1 - Chronic Absence and Truancy for strategies to address excessive excused and/or unexcused absences. The district may revise the following paragraph to reflect district practice, provided that it ensures compliance with Education Code 48205.***~~

Students who miss school work-because of absences shall be given the opportunity to complete all assignments and tests that can be reasonably provided. -As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the

assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

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

(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Legal Reference:

EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 _Absences for personal reasons

48913 _Completion of work missed by suspended student

48980 Parental notifications

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

Management Resources:

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

WEB SITES

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

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995 State PTA: <http://www.capta.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: May 15, 2002

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: December 18, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 10, 2018

ITEM:

Consider approval of consultant agreement with Krazan & Associates, Inc., for the Martin Luther King Jr. Elementary School Classroom Wing Addition & Relocatable Building project.

PURPOSE:

Krazan & Associates, Inc. to provide the District with professional construction testing and inspection services for the new classroom wing addition and relocatable buildings at King Elementary. Services to be provided in conjunction with the construction testing and inspection may include a combination of field observation and compaction testing, soil and concrete sampling, and laboratory testing. Special inspections and testing include concrete sampling and laboratory testing.

FISCAL IMPACT:

The estimated fee for this agreement is \$10,526.00

RECOMMENDATION:

Approve consultant agreement with Krazan & Associates, Inc. for the Martin Luther King Jr. Elementary School Classroom Wing Addition & Relocatable Building project.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: December 19, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 10, 2018

ITEM: Receive the following revised Board Policy for Approval:

- BP 0460 – Local Control Accountability Plan

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve BP 0460

Hanford ESD

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 3100 - Budget)

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

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0400 - Comprehensive Plans)

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

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

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

Public Review and Input

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

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

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

Submission of Plan to County Superintendent of Schools

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

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

Monitoring Progress

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

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

(cf. 0500 - Accountability)

Technical Assistance/Intervention

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

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

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

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

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

Legal Reference:

EDUCATION CODE

305-306 English language education

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

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

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

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

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

[LCFF Frequently Asked Questions](#)

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 13, 2014 Hanford, California

revised: September 23, 2015

revised: December 13, 2017

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: December 19, 2017

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: January 10, 2018

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

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve BP/AR 6174

Hanford ESD

Board Policy

Education For English ~~Language~~ Learners

BP 6174

Instruction

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

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

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

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

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

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6171 - Title I Programs)

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

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

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

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

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

Identification and Assessment

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

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

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

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

Language Acquisition Programs

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

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

The district shall offer Placement of English Learners

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

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

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

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

(cf. 6142.2 - World/Foreign Language Instruction)

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

academic content standards.

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

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

(cf. 6151 - Class Size)

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

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

~~Parental Exception Waivers~~

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

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

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

Program Evaluation

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

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

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

Legal Reference:

EDUCATION CODE

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48980 Parental notifications

48985 Notices to parents in language other than English

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

52060-52077 Local control and accountability plan

52130-52135 Impacted Languages Act of 1984

52160-52178 Bilingual Bicultural Act

56305 CDE manual on English learners with disabilities

60603 Definition, recently arrived English learner

~~60200.7—Suspension of state instructional materials adoptions~~

60605.87 Supplemental instructional materials, English language development

60640 California Assessment of Student Performance and Progress

60810-60812 Assessment of language development

62005.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

853.5-853.7 Test administration; universal tools, designated supports, and accommodations

11300-11316 English learner education

11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1412 Individuals with Disabilities Education Act; state eligibility

1701-1705 Equal Educational Opportunities Act

6311 Title I state plan

6312 ~~Title I local~~ education agency plans

6801-~~7014~~~~6874~~ Title III, language~~Language~~ instruction for ~~limited~~ English learners~~proficient~~ and immigrant students

7801 Definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Discrimination prohibited

200.16 Assessment of English learners

~~7012—Parental notification~~

COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3d 1036

California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

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83 Ops.Cal.Atty.Gen. 40 (2000)

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

English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

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

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

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

Common Core State Standards for Mathematics, rev. 2013

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

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

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

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

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

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

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

WEB SITES

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 19, 1999 Hanford, California

revised: May 16, 2001

revised: September 23, 2015

revised: December 13, 2017

Hanford ESD

Administrative Regulation

Education For English ~~Language~~ Learners

AR 6174
Instruction

Definitions

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

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

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

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

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

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

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

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

Identification and Assessments

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

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

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

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.67. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR 11516-11516.6.

~~7.~~ Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. ~~that are appropriate and necessary to address the student's individual needs.~~ If the student~~he/she~~ is unable to participate in the assessment or a portion of the assessment even with such accommodations, ~~he/she shall be administered~~ an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR 11516-11516.7; 20 USC 1412)

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

(cf. 6159 - Individualized Education Program)

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

~~Parental Notifications~~

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

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

(cf. 5145.6 - Parental Notifications)

~~The 2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5-CCR-11309)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parental Exception Waivers

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

- ~~1. The student already possesses sufficient English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.~~
- ~~2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.~~
- ~~3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.~~

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

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

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

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

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

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

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

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

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

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

Reclassification/Redesignation

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

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

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

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

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

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

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

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

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

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

Advisory Committee

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

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

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

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

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

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

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

LCAP Advisory Committee

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

(cf. 0460 - Local Control and Accountability Plan)

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 19, 1999 Hanford, California

revised: February 21, 2003

revised: May 7, 2003

revised: May 6, 2005

revised: September 23, 2015

revised: [December 13, 2017](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/02/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/10/2018

ITEM:

Consider adoption of the following Board Policy and Administrative Regulation:
 BP/AR 3260 – Fees And Charges

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

Hanford ESD

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

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

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

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

(cf. 3100 - Budget)

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

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

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

(cf. 3250 - Transportation Fees)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

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

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

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

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

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

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

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

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

Complaints

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

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

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

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs8482.6 After School Education and Safety programs8760-87748773 Outdoor science and conservation programs17453.1 District sale or lease of Internet appliances or personal computers to students or parents

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38086.138085 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39801.5 Transportation for adults

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant foreign nationalsaliens56504 School records; students with disabilities

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures4622 Notice

UNITED STATES CODE, TITLE 8

1184 Foreign students

COURT DECISIONS

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

Management Resources:

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

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

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

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

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

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 11, 2013

revised:

Hanford ESD

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

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

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

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

(cf. 5143 - Insurance)

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

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

(cf. 6153 - School-Sponsored Trips)

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

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

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

(cf. 6142.5 - Environmental Education)

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

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

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

(cf. 3250 - Transportation Fees)

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

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

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

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

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

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

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

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

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

(cf. 5125 - Student Records)

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

(cf. 1340 - Access to District Records)

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

(cf. 5020 - Parent Rights and Responsibilities)

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

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

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

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

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

(cf. 5111.2 - Nonresident Foreign Students)

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

(cf. 6200 - Adult Education)

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

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~20. Physical education uniforms~~

~~(cf.~~

~~6142.7 - Physical Education and Activity)~~

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

(cf. 5148.2 - Before/After School Programs)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: September 11, 2013

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: December 18, 2017

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

Date you wish to have your item considered: 1/10/18

ITEM: Consider for Adoption the following revised Board Policy:

BP 5111.1 - District Residency

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

District Residency

BP 5111.1

Students

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

(cf. 5116 - School Attendance Boundaries)

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

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

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

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

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

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

Investigation of Residency

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

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

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

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

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

Appeal of Enrollment Denial

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

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

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

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

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

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

Enrollment Not Requiring District Residency

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

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

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

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

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE

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

FAMILY CODE

6550-6552 _Caregivers

GOVERNMENT CODE

6205-6210 _Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 _Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435_ McKinney-Vento Homeless Assistance Act

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

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

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

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

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

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

WEB SITES

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

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

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

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 27, 2016 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: December 18, 2017

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

Date you wish to have your item considered: 1/10/18

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

BP/AR 5113 - Absences and Excuses

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Absences And Excuses

BP 5113

Students

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

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

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

(cf. 6154 - Homework/Makeup Work)

~~Excused Absences~~

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

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

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

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

~~Students shall not be absent from school without their parents/guardians' knowledge or consent~~

~~except in cases of medical emergency or confidential medical appointment.~~

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

(Education Code 46014)

~~Effect of Absence on Grades/Credits~~

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

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

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

~~(cf. 6154—Homework/Makeup Work)~~

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

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

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

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

~~2550-2558.6 Computation of revenue limits~~

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

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

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

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

48980 Parental notifications

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

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor for medical treatment

VEHICLE CODE

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

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

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

ATTORNEY GENERAL OPINIONS

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

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

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 19, 1998 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

revised:

Hanford ESD

Administrative Regulation

Absences And Excuses

AR 5113

Students

Excused Absences

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

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

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

(cf. 5112.2 - Exclusions from Attendance)

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

4. Attendance at funeral services for a member of the immediate family₂ which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state~~;~~ (Education Code 48205)

———"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/-daughter-in-law, brother, sister₂ or any relative living in the student's immediate household. (Education Code 45194, 48205)

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

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

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

76. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including₂ but not limited to: (Education Code 48205)

a.— Appearance in court

b.— Attendance at a funeral service

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

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

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

(cf. 6142.3 - Civic Education)

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

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

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

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

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

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

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

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

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

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

Method of Verification

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

The following methods may be used to verify student absences:

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

Parental Notifications

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

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

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

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

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

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: July 30, 2002

revised: March 25, 2008

revised: June 13, 2012

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: December 18, 2017

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

Date you wish to have your item considered: 1/10/18

ITEM: Consider for Adoption the following revised Board Policy:

BP 6111 - School Calendar

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

School Calendar

BP 6111

Instruction

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

(cf. 0200 - Goals for the School District)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

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

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

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

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

(cf. 6112 - School Day)

(cf. 6115 - Ceremonies and Observances)

(cf. 6117 - Year-Round Schedules)

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

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

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

(cf. 1431 - Waivers)

Staff development days shall not be counted as instructional days.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331- Staff Development)

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

(cf. 5145.6 - Parental Notifications)

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

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

(cf. 5113 - Absences and Excuses)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37220-37223 Holidays

~~37252-37254.1 Summer school~~

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

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

37618 School calendar

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

41420 Apportionment withholding, schools not maintained for 175 days

41422 Schools not maintained for 175 days

42238.02 Local control funding formula

~~41530-41532 Professional Development Block Grant~~

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

46300 Method of computing ADA

48980 Notice at beginning of term

~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~

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

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

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

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

Management Resources:

WEB SITES

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 21, 1993 Hanford, California

reviewed: May 16, 2001

revised: September 20, 2006

revised: December 7, 2011

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: December 21, 2017

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 10, 2018**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes/Yard Supervisors

- Heidi Augusto, Short-term Yard Supervisor – 2.0 hrs., Washington, effective 1/8/18 to 3/23/18
- Mariah Benitez, Short-term Yard Supervisor – 1.75 hrs., Monroe, effective 1/8/18 to 3/23/18
- Tiffany Cantu, Short-term Yard Supervisor – 1.5 hrs., Washington, effective 1/8/18 to 3/23/18
- Olga Hernandez, Short-term Bilingual Clerk Typist II – 8.0 hrs., Kennedy, effective 1/8/18 to 2/9/18
- Sanita Ieronimo, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 1/8/18 to 3/23/18
- Veronica Leach, Yearbook – 1 unit, Hamilton, effective 12/8/17 to 5/15/18
- Yolanda Macias, Short-term Special Education Aide – 5.5 hrs., Roosevelt, effective 11/27/17 to 1/19/18
- Veronica Rubalcava, Short-term Yard Supervisor – 2.5 hrs., Jefferson, effective 1/8/18 to 3/23/18
- Miriam Sanchez Rodriguez, Substitute Yard Supervisor, effective 12/4/17
- Megan Schaub, Short-term READY Program Tutor – 4.5 hrs., (M,T,Th,F) and 5.25 hrs. (W), Lincoln; Short-term Yard Supervisor – 1.25 hrs., (W), Lincoln, effective 1/8/18 to 3/2/18
- Zachary Stewart, Substitute Custodian II, effective 12/1/17
- Alison Vidal, Substitute Yard Supervisor, effective 12/5/17

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Tiffany West, Short-term Special Circumstance Aide – 5.75 hrs., Roosevelt, effective 11/27/17 to 1/22/18

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

- Raul Guzman, 4-6 Boys Basketball Coach, Monroe, effective 11/7/17 to 2/11/18

c. Resignations

- Kyle Griffin, Computer Maintenance Technician – 8.0 hrs., Information Systems, effective 12/29/17
- Thomas “Andy” Revious, Custodian II – 8.0 hrs., Simas, effective 1/12/18

d. Retirement

- Don Pomeroy, Locksmith – 8.0 hrs., Maintenance/DSF, effective 12/29/17

e. More Hours

- Mariah Benitez, Short-term Yard Supervisor, from 1.0 hrs. to 1.75 hrs., Monroe, effective 11/28/17 to 12/15/17
- Sherree Nowack, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Washington, effective 11/13/17

f. Decrease in Hours

- Madasen Torres, Yard Supervisor, from 3.5 hrs. to 2.5 hrs., Monroe, effective 11/29/17

g. Volunteers

<u>Name</u>	<u>School</u>
Letersha Hines	Lincoln
Maria Quintana	Lincoln
Veronica Lopez	Roosevelt
Michele King	Simas
Sonya Rocha	Simas
Leticia Zuniga	Simas
Pedro Martinez	Washington
Jennifer Luna	Washington
Ambar Olivera	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 01/02/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 01/10/2018

ITEM:

Consider adoption of Resolution No. 15-18: Kings County Investment Policy.

PURPOSE:

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt Resolution No. 15-18: Kings County Investment Policy.

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

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

RESOLUTION NO. 15-18

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

WHEREAS, on December 12, 2017 the Kings County Board of Supervisors approved the Director of Finance's Statement of Investment Policy dated January 1, 2018 ("Investment Policy"); and

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

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

WHEREAS, the HANFORD ELEMENTARY SCHOOL DISTRICT ("District") has funds on deposit with the Kings County Director of Finance ("Treasurer"); and

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code section 53646, the District Board hereby approves the Investment Policy.
2. Pursuant to Government Code section 53646, the District Board acknowledges and approves the procedures utilized by the Treasurer in rendering and submitting each Quarterly Report, under the provisions of which the Treasurer shall render each such report. Under the provisions of Government Code section 53607, the Treasurer shall prepare a monthly report and maintain it on file in his/her office for review and inspection by the District Board, staff and designated agents.
3. Pursuant to Government Code sections 53607 and 53684, and subject to the requirements of Government Code sections 53601 and 53635, the District Board hereby delegates to the Kings County Director of Finance ("Treasurer") the discretionary authority to deposit, invest or reinvest the funds of the District in the County Treasury commencing on the date of approval of this resolution and continuing for the ensuing twelve months. Without limiting his discretion in any way, the Treasurer is hereby expressly authorized to invest such District funds in the Treasurer's Pooled Investment Portfolio.
4. The District Board hereby delegates to the Treasurer the discretionary authority to determine which District funds on deposit in the Kings County Treasury are monies which are sinking funds or money not required for immediate use within the meaning of Government Code section 53601 and which monies are excess funds within the meaning of Government Code section 53684.
5. The Treasurer shall assume full responsibility for such deposit and investment transactions until such time as the District Board revokes this delegation of authority or until the date which is twelve months from the date of approval of this resolution, unless renewed on or before that date by the District Board.

The foregoing resolution was adopted upon motion by Trustee _____, seconded by Trustee _____, at a regular meeting held on the 10th day of January, 2018, by the following vote:

AYES: Trustees
 NOES: Trustees
 ABSENT: Trustees

 President of the Board of Trustees
 HANFORD ELEMENTARY SCHOOL DISTRICT

WITNESS my hand and seal of said Board of Trustees this 10th day of January, 2018.

 Clerk of said Board of Trustees

DATE: December 13, 2017
TO: Kings County School Districts
FROM: Tammy Phelps, Assistant Director of Finance -Treasury
SUBJECT: 2018 Director of Finance's Investment Policy

I am sending a copy of the 2018 Investment Policy. The Policy was reviewed and approved by the County Treasury Oversight Committee on December 4, 2017 and the Board of Supervisors on December 12, 2017. Also included is a sample district resolution approving the Statement of Investment Policy and delegating investment authority to the Kings County Director of Finance. Annually, your District Board must act on the resolution. For your convenience, the Office of Education is distributing these documents electronically via email. Please return approved resolutions to the Office of Education.

The changes to the 2018 Director of Finance's Statement of Investment Policy are as follows:

Addition of Bank of the West as a firm designated for the purchase of money market mutual funds, deletion of Bank of America and the modification of CalTrust Heritage Money Market Fund-Select, managed by Wells Fargo to CalTrust. (page 15 Item C)

If you have any questions, please feel free to call me at 852-2462.

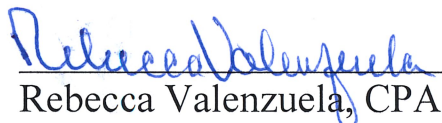
COUNTY OF KINGS

DIRECTOR OF FINANCE'S

STATEMENT OF

INVESTMENT POLICY

JANUARY 1, 2018



Rebecca Valenzuela, CPA, CGMA
Director of Finance

Approved by CTOC December 4, 2017
Approved by BOS December 12, 2017

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I. AUTHORITY

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

II. POLICY STATEMENT

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

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

III. POOLED INVESTMENT FUND OVERSIGHT COMMITTEE

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

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

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

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

IV. INVESTMENT OBJECTIVES

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

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

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

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

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

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

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

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

V. STANDARD OF CARE

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

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

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

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

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

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

VI. SAFEKEEPING AND CUSTODY

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

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

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

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

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

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

- (1) Review and initial all Investment Purchase Orders to verify compliance with the overall Policy, Investment Parameters, and Authorized Institutions.
- (2) Review and initial the "Daily Balance Sheet" to insure continuous compliance of portfolio investments (percentage distribution) to the Policy and Investment Parameters.

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

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

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

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

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

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

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

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

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

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

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

VII. SUITABLE AND AUTHORIZED INVESTMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. INVESTMENT PARAMETERS

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

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

IX. REPORTING

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

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

The report will include the following:

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

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

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

X. POLICY EXCEPTIONS & REVISIONS

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

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

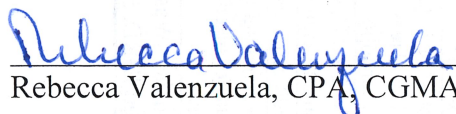
B. AMENDMENTS - This policy shall be reviewed at least on an annual basis. Any changes shall be submitted by the Director of Finance to the County Treasury Oversight Committee for consideration and comments, and the Board of Supervisors for review and approval.

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

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

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

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


Rebecca Valenzuela, CPA, CGMA, Director of Finance

Dated: December 4, 2017

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

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

APPENDIX A

COUNTY TREASURY OVERSIGHT COMMITTEE

Policy Statement and Authorized Practice Approved March 4, 1996

Treasury Restrictions on Withdrawal for External Investment

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PORTFOLIO: Collection of securities held by an investor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

YIELD: The rate of annual income return on an investment expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.

(b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period of the date of purchase to the date of maturity of the bond.

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

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

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