

# Hanford Elementary School District



## REGULAR BOARD MEETING AGENDA

Wednesday, October 10, 2018

\*\*\*Lincoln Elementary Library\*\*\*

832 S. Harris St., Hanford, CA

### OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag
- Lincoln Elementary School Highlight – Jennifer Pitkin, Principal

### 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# 18-35 – Washington (recommendation to impose expulsion order)

Case# 19-01 – Wilson

Case# 19-02 – Wilson

### OPEN SESSION

- Take action on closed session items

### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

### 2. CONSENT ITEMS

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

- a) Accept warrant listings dated September 21, 2018 and September 28, 2019.
- b) Approve minutes of Regular Board Meeting held on September 26, 2018.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$111.00 from Everett Financial Inc.

### 3. INFORMATION ITEMS

- a) Receive for information the HESD Induction Program and Accreditation Cycle (Colvard)

- *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 new Board Bylaw: (Gabler)
  - BB 9012 – Board Member Electronic Communications
- c) Receive for information the following revised Board Policy: (Gabler)
  - BP 7214 – General Obligation Bonds
- d) Receive for information the following new Administrative Regulation: (McConnell)
  - AR 5141.52 – Suicide Prevention
- e) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
  - BP/AR 5148.2 – Before/After School Program

#### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of the following revised Administrative Regulation: (Endo)
  - AR 3580 – District Records
- b) Consider approval of the following revised Board Policy: (Martinez)
  - BP 4119.21, 4219.21, 4319.21 – Professional Standards
- c) Consider approval of the following revised Board Policy: (Martinez)
  - BP 4140, 4240, 4340 – Bargaining Units
- d) Consider approval of the following revised Administrative Regulation: (Martinez)
  - AR 4156.4 – Use of District or Personal Automobiles
- e) Consider approval of the following deleted Board Policy: (Martinez)
  - BP 4157.1, 4257.1, 4357.1 – Work-Related Injuries
- f) Consider approval of the following new Administrative Regulation: (Martinez)
  - AR 4157.2, 4257.2, 4357.2 – Ergonomics
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (Martinez)
  - BP/AR 4200 – Classified Personnel

#### **5. PERSONNEL (Martinez)**

- a) Employment
  - Temporary Employees/Substitutes
    - Savannah Bruner, Substitute Yard Supervisor, effective 9/26/18
    - Cassey Gunlund, Substitute Licensed Vocational Nurse, effective 9/20/18
- b) More Hours
  - Mirella Garibay, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Monroe, effective 9/17/18
- c) Voluntary Decrease in Hours
  - Yvette Mena, Yard Supervisor, from 2.5 hrs. to 2.0 hrs., Monroe, effective 9/17/18
- d) Volunteers

<u>Name</u>	<u>School</u>
Irais Angel	Hamilton
Reunite Mims (HESD Employee)	Hamilton
Susana Mitre Villa	Jefferson
Daisy Prado	Jefferson
Maria Rodriguez	Jefferson
Andrew Stowe	Jefferson
Tara Warmerdam	Jefferson
Kayla Maner	King
Gresia Marquez	King

<u>Name</u>	<u>School</u>
Ariana Martin (HESD Employee)	King
Jaime Molina	King
Evangelina Pimentel	King
Jessica Gutierrez	Lincoln
Vanessa Mendoza	Lincoln
Jennifer Navarro Rodriguez (HESD Employee)	Lincoln
Alicia Ambriz	Monroe
Rachele Cassity	Monroe
Jackie Erickson	Monroe
Sonia Ramirez	Monroe
Katie Resendez	Monroe
Vance Fredrick (HESD Employee)	Richmond
Curt Hardcastle	Richmond
Elizabeth Patino	Richmond
Maria Pineda Huesca	Richmond
Charles Porter	Richmond
Ashley Velasco	Richmond
Vanessa Sanchez	Roosevelt
Rosemary Reynolds	Simas
Monica Toomes (HESD Employee)	Simas
Flor Flores	Washington
Chris Kuenning	Washington
Paul Thompson	Washington
Alicia Montoya	Wilson
Melanie Reynolds	Wilson
Veronica Chavarin	King/Monroe

**6. FINANCIAL** (Endo)

- a) Consider adoption of Resolution #6-19: California Environmental Quality Act (CEQA) Exemption – Lincoln Elementary School Classroom Wing
- b) Consider adoption of Resolution #7-19: State Building Funds Application for Lincoln Classroom Wing
- c) Consider approval of agreement with SchoolWorks

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Joy Gabler  
FROM: Jay Strickland  
DATE: September 26, 2018

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

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

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-35 – Washington (recommendation to impose expulsion order)  
Case# 19-01 – Wilson  
Case# 19-02 - Wilson

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/01/2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants as listed on the registers dated: 09/21/18 and 09/28/18

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.

# Warrant Register For Warrants

## Dated 09/21/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12588731	7263	JUANITA ALLISON Prepaid Meals	\$90.55
12588732	6431	AMAZON.COM Inst'l Matl's/Books/Office Supplies	\$6,471.14
12588733	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Service	\$4,040.63
12588734	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Service	\$341.45
12588735	73	APPLE INC. Other Services	\$1,000.00
12588736	2758	BALLOONS EVERYWHERE READY Supplies	\$252.64
12588737	3258	BANK OF AMERICA Meeting Supplies	\$176.14
12588738	150	BLINDS ETC. Maintenance Matl's	\$239.17
12588739	236	STATE OF CALIFORNIA Other Services	\$3,023.00
12588740	5205	INEZ CARREIRO Other Services	\$25.00
12588741	304	NICK CHAMPI ENTERPRISES INC. Grounds Matl's	\$364.65
12588742	324	CHILDS & COMPANY INC. Maintenance Matl's	\$348.03
12588743	344	CMEA TREASURER CENTRAL SECTION Entry Fee	\$350.00
12588744	3068	DEBRA COLVARD Travel & Conf/Mileage	\$133.43
12588745	7264	ROBERTA CONNOLLY Prepaid Meals	\$15.00
12588746	3611	CONSCIOUS TEACHING LLC Inst'l Consultant	\$13,000.00
12588747	4178	COOK'S COMMUNICATION Repairs	\$378.16
12588748	2560	CRUSHA ELECTRIC MOTOR Maintenance Supplies	\$198.73
12588749	5786	DOCUMENT TRACKING SERVICES Other Services	\$76.55
12588750	5802	DOUBLE TREE Travel & Conf	\$400.26
12588751	2829	FASHION CLEANERS Band Uniforms	\$424.79
12588752	6453	FLOWERS BAKING COMPANY Food	\$2,202.00
12588753	535	FOUR STAR MARKETING INC. Warehouse	\$193.37
12588754	6173	FP MAILING SOLUTIONS Repairs	\$637.77
12588755	1769	FRESNO PRODUCE Food	\$17,160.53
12588756	2749	GARDA CL WEST INC. Kitchen Services	\$159.90
12588757	1393	GAS COMPANY Gas	\$235.37
12588758	591	GOLD STAR FOODS Food	\$25,257.75
12588759	7265	NADIA HERNANDEZ Prepaid Meals	\$19.75
12588760	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,385.00
12588761	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,222.12
12588762	796	KINGS COUNTY OFFICE OF ED Other Services	\$66.34
12588763	7267	ERICA LEAL Prepaid Meals	\$23.15
12588764	6459	MELODY LEE Mileage	\$33.35
12588765	5312	MCDERMONT VENTURE INC. Field Trip	\$3,383.00
12588766	5510	NEWEGG.COM IT Matl's	\$311.93
12588767	1058	OFFICE DEPOT Office Supplies	\$980.92
12588768	1058	OFFICE DEPOT Office Supplies	\$133.99
12588769	7266	MICHELLE ORNELLAS Prepaid Meals	\$20.30
12588770	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$6,032.10
12588771	1168	PRODUCERS DAIRY PRODUCTS Food	\$12,176.76
12588772	1188	QUILL LLC Warehouse	\$1,698.84
12588773	6768	REPTILE RON ANIMAL PRESENTATIONS Inst'l Consultant	\$350.00
12588774	5456	RICK'S VENDING Inst'l Matl's	\$296.54
12588775	1303	SAVE MART SUPERMARKETS Food	\$88.35
12588776	1801	SMART & FINAL STORES (HFD KIT) Food	\$97.88
12588777	3800	SONITROL OF FRESNO Repairs	\$425.64
12588778	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$11,056.57

**Warrant Register For Warrants  
Dated 09/21/2018**

Warrant Number	Vendor Number	Vendor Name	Amount
12588779	3728	JASON STRICKLAND Office Supplies	\$22.50
12588780	1444	SYSCO FOODSERVICES OF MODESTO Kitchen Supplies/Food	\$24,812.51
12588781	7182	TEK VISIONS Kitchen Supplies	\$1,218.20
12588782	6944	TETER LLP Buildings & Improvements	\$25,644.34
12588783	5946	THE HARTFORD Health & Welfare	\$1,181.18
12588784	4914	TKO ELECTRONICS INC IT Matl's	\$16,988.90
12588785	3391	GRISELDA TORRES Allowance	\$200.00
<b>Total Amount of All Warrants:</b>			<b>\$200,066.17</b>





**Credit Card Register For Payments**  
**Dated 09/21/2018**

Document Number	Vendor Number	Vendor Name	Amount
14024039	149	BLICK ART MATERIALS Inst'l Matl's	\$1,245.19
14024040	416	DEMCO INC. Office Matl's	\$60.74
14024041	3336	HOBART CORPORATION Leases	\$643.09
14024042	831	LAKESHORE LEARNING Warehouse	\$2,347.81
14024043	1184	PROGUARD SERVICE & SOLUTIONS Kitchen Services	\$182.22
14024044	1547	VALLEY PUBLIC TELEVISION Other Services	\$500.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$4,979.05</b>



# Warrant Register For Warrants

## Dated 09/28/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12589572	5092	ACSA KINGS CHARTER Travel & Conf	\$1,700.00
12589573	6253	AT&T Telephone	\$77.74
12589574	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$309.75
12589575	6900	BENITO AVILA READY Supplies	\$45.44
12589576	128	BENCHMARK EDUCATION COMPANY Textbooks	\$7,239.37
12589577	5566	BUREAU OF LECTURES Inst'l Consultant	\$1,200.00
12589578	7154	CCSESA Travel & Conf	\$525.00
12589579	355	CDT INC. Other Services	\$132.00
12589580	299	CENTRAL VALLEY COMP. CARE INC. Other Services	\$79.00
12589581	304	NICK CHAMPI ENTERPRISES INC. Grounds Matl's	\$55.75
12589582	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$4,350.00
12589583	4417	CARIN DE LA TORRE Math Night Supplies	\$111.51
12589584	7215	DMURR DESIGN Equipment	\$723.43
12589585	2459	FACSCO Maintenance Supplies	\$235.59
12589586	7007	FIXALL EQUIPMENT Repairs	\$1,147.21
12589587	2141	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$450.00
12589588	1393	GAS COMPANY Gas	\$20.08
12589589	5644	GOTTSCHALK MUSIC CENTER Band Matl's	\$4,799.65
12589590	5216	HANFORD ELEMENTARY SCHOOL DISTRICT Insurance	\$70.98
12589591	6023	HILTON SACRAMENTO ARDEN WEST Travel & Conf	\$812.78
12589592	711	THE HORN SHOP Repairs	\$2,314.58
12589593	6766	IMAGE MARKET	\$194.25
12589594	6573	IXL LEARNING Inst'l Matl's	\$599.00
12589595	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$110.46
12589596	6997	KIT CARSON UNION ELEMENTARY Entry Fees	\$2,000.00
12589597	5906	MICHAEL KOSS Allowance	\$101.85
12589598	5407	LOZANO SMITH Travel & Conf	\$700.00
12589599	933	SUZANNE MASON Allowance	\$200.00
12589600	1684	MATH LEARNING CENTER Books	\$3,427.50
12589601	6815	MATHCOUNTS FOUNDATION Inst'l Matl's	\$300.00
12589602	3373	MARICELA MENDOZA Allowance	\$200.00
12589603	3920	MID-VALLEY JAZZ FESTIVAL Entry Fees	\$175.00
12589604	994	MOBILE MODULAR MGMT. CORP. Leases	\$1,821.00
12589605	7238	MOMETRIX MEDIA LLC Teacher PD	\$155.95
12589606	2208	RAY MUELLER Mileage	\$9.16
12589607	6693	NEWSELA Software Licenses	\$9,390.00
12589608	7268	NORTH AMERICAN TECHNICAL SERVICES Buildings & Improvements	\$1,000.00
12589609	6056	KRISTI OCHOA READY Supplies	\$18.33
12589610	1058	OFFICE DEPOT Office Supplies	\$130.15
12589611	6674	PHYSIUS PHYSICAL THERAPY & WELLNESS Other Services	\$100.00
12589612	2592	PRINCETON HEALTH PRESS Textbooks	\$187.00
12589613	6747	CARIN RAY Allowance	\$159.91
12589614	1227	RENAISSANCE LEARNING INC. Software License	\$8,720.00
12589615	3743	SHRED-IT USA – FRESNO Shred Service	\$1,034.12
12589616	1356	SILVAS OIL COMPANY INC. Fuel	\$772.20
12589617	1374	SMART & FINAL STORES (HFD DO) Supplies	\$249.08
12589618	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$8,699.56
12589619	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$14,892.50

**Warrant Register For Warrants  
Dated 09/28/2018**

<b>Warrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12589620	2188	SUPPLYWORKS Custodial Supplies	\$1,105.49
12589621	7232	TEEN INK Inst'l Matl's	\$49.00
12589622	7187	TEX TRAIL INC. Maintenance Matl's	\$104.57
12589623	1504	TURF STAR INC. Grounds Matl's	\$963.00
12589624	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$3,500.00
12589625	1558	VERIZON WIRELESS Telephone	\$649.98
12589626	6746	RAQUEL VILLARINO Allowance	\$200.00
12589627	5655	VOSSLER FARMS Field Trip	\$510.00
12589628	1575	WALMART COMMUNITY RFCSLLC Warehouse/Supplies	\$2,494.59
12589629	1649	LUPE YADETA Allowance	\$45.05
<b>Total Amount of All Warrants:</b>			<b>\$91,368.56</b>



# Credit Card Register For Payments

## Dated 09/28/2018

Document Number	Vendor Number	Vendor Name	Amount
14024108	273	CASBO Travel & Conf	\$2,100.00
14024109	4893	DISCOVERY EDUCATION Software License	\$1,280.00
14024110	2103	EDGEWOOD PRESS Inst'l Matl's	\$657.41
14024111	546	FRESNO ENVELOPE AND EMBOSSING Printing Supplies	\$347.49
14024112	599	GOPHER SPORT Athletic Supplies	\$1,476.43
14024113	1111	J W PEPPER & SON INC Band Supplies	\$1,191.11
14024114	4276	LEARNING A-Z Software License	\$6,456.07
14024115	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$471.15
14024116	5934	PEARSON - CLINICAL ASSESSMENT Special Ed Supplies	\$117.26
14024117	1214	REALLY GOOD STUFF Inst'l Matl's	\$107.64
14024118	5120	SAFETY DEPOT Inst'l Matl's	\$228.61
14024119	3583	SAN JOAQUIN IMPERIAL Repairs	\$686.83
14024120	1313	SCHOLASTIC TEACHERS STORE Books	\$467.62
14024121	1350	SIGN WORKS Maintenance Matl's	\$462.34
<b>Total Amount of All Credit Card Payments:</b>			<b>\$16,049.96</b>



Hanford Elementary School District  
*Minutes of the Regular Board Meeting*  
*September 26 2018*

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 26, 2018 at District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:30 p.m. Trustee Garcia, Hernandez, Revious and Strickland were present.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, Cruz Sanchez-Leal and Jay Strickland.
- Public Comments** Todd Barlow, Superintendent of Kings County Office of Education, introduced himself. He said good evening and it was good to be here. He said he had been in office for 15 days and had attended a Board Meeting during his campaign, but believes he shouldn't just attend during the campaign. He stated attending is the best ways to find out what is going on throughout the districts. He wanted to reiterate KCOE's goal which is to deserve the trust of the district they serve. Earning it will come with time and they are taking the steps needed to do that. He is thankful for HESD and the children it serves. He thanked the Board and staff for what they do. He asked if there is anything the County can do for them. He stated he wanted to reiterate they view themselves as a partner and his door is always open, which also means his email is always available. He is looking forward to serve HESD over the next 4 years.
- Trustee Strickland thanked Mr. Barlow for showing up.
- Board and Staff Comments** None
- Requests to Address the Board** None
- Dates to Remember** President Garner reviewed dates to remember: 4-6 Round Robin #2 at Richmond and JFK on October 6<sup>th</sup>; Gridiron (Flag Football) Classic II @ Woodrow Wilson on October 8<sup>th</sup>; Regular Board Meeting on October 10<sup>th</sup>.

**CONSENT ITEMS**

Trustee Garcia made a motion to take consent items "a" through "c" together. Trustee Revious seconded; motion carried 5-0:

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



Trustee Garcia then made a motion to approve consent items "a" through "c". Trustee Revious seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Warrant listings dated August 31, 2018; September 7, 2018 and September 14, 2018.
- b) Minutes of Regular Board Meeting held on September 12, 2018.
- c) Interdistrict transfers as recommended.

### **INFORMATION ITEMS**

**Financial Reports 7/1/18-8/31/18** David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2018-08/31/2018. Trustee Strickland asked about the negative balance showing on the report and Mr. Endo explained that the reports have a negative balance at the closing of the prior year. Any beginning balances don't change until they are established by the County Office. Once that takes place, they roll over the balances to the next year. This will reflect at the next monthly financial report. He pointed out the Cafeteria fund shows no revenue but they have submitted for the first reimbursement with CEP (Community Eligibility Provision) and revenue will start to come in.

**Citizen's Bond Oversight Committee Annual Report** David Endo, Chief Business Official, presented for information the Independent Citizen's Bond Oversight Committee's annual report. He stated they had their first meeting of the year and referenced to the agenda packet attachment. He reviewed the items the Oversight Committee received for information and the items approve.

**Self-Reflection Tool (State Priority 2)** Doug Carlton, Director of Program Development, presented for information the Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards. He stated the CA School Dashboard consists of both State indicators and local indicators. The State indicators are those which are calculated by the CA Department of Education and includes test scores, suspension rates and chronic absenteeism. Local indicators consist of information that school districts collect and share with stakeholder groups. The Self-Reflection tool is used to rate the District in several different areas in how they align with the CA Department Academic Standards. The Board can reference to the packet provided to them showing how the district rated in the following areas:

1. Professional Development
2. Instructional Materials
3. Areas that need improvement
4. Implementation of Academic Standards
5. Activity engagement with Teachers and School Administrators

Trustee Garner asked if this is self-assessment tool? Doug responded yes.

Trustee Strickland asked how long has this been in place? Doug responded since 2013.

Trustee Strickland proceeded to say it is noticeable since our District was the only District in Kings County to receive two awards for 2018 CA Distinguished Schools.

**Self-Reflection Tool (State** Doug Carlton, Director of Program Development presented for information the Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards

- Priority 2) – Jefferson** (Jefferson). He stated Jefferson has its own self-reflection tool since it is a Charter and has its only Local Control account. The only significant difference is the scoring in science since Jefferson does focus on science they scored higher.
- Self-Reflection Tool (State Priority 7)** Doug Carlton, Director of Program Development presented for information the Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study. He stated just like the previous presentation this is another self-reflection tool. The first goal in LCAP is that students will receive a broad education program. That alone attests how we prioritize our education for students. The self-reflection tool measures how many students receive instruction in art and music, the number of minutes of physical education students receive, number of English learners, and LCAP Survey that is given to students, parents and teachers. As we continue to look over the survey we see our students not only think it's important, they overwhelmingly agree it enriches their life and experience at school by participation in art, music, and physical education.
- Self-Reflection Tool (State Priority 7) – Jefferson** Doug Carlton, Director of Program Development presented for information the Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study (Jefferson). He stated it's the same for Jefferson Charter.
- AR 3580** David Endo, Chief Business Official, presented for information the following revised Administrative Regulation:
- AR 3580 – District Records
- BP 0410** Doug Carlton, Director of Program Development, presented for information the following revised Board Policy:
- BP 0410 – Nondiscrimination in District Programs and Activities
- BP 4119.21, 4219.21, 4319.21** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Board Policy: (Martinez)
- BP 4119.21, 4219.21, 4319.21 – Professional Standards
- BP 4157.1, 4257.1, 4357.1** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following deleted Board Policy: (Martinez)
- BP 4157.1, 4257.1, 4357.1 – Work-Related Injuries
- BP 4140, 4240, 4340** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Board Policy:
- BP 4140, 4240, 4340 – Bargaining Units
- AR 4157.2, 4257.2, 4357.2** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following new Administrative Regulation:
- AR 4157.2, 4257.2, 4357.2 – Ergonomics
- BP/AR 4200** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 4200 – Classified Personnel
- AR 4156.4** Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the following revised Administrative Regulation:
- AR 4156.4 – Use of District or Personal Automobiles

## **BOARD POLICIES AND ADMINISTRATION**

- Tulare COE** Trustee Hernandez made a motion to approve the contract with Tulare County Office of Education to provide teacher trainings for Martin Luther King School. Trustee Garcia seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Obsolete Declaration** Trustee Strickland made a motion to declare obsolete the History Social Science Materials form 2005 adoption. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Sharon Ramseier-Williams Contract** Trustee Garcia made a motion to approve the consultant contract with Sharon Ramseier-Williams for custom Parent-Kinder Bi-Literacy Workshop (Spanish & English). Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Tulare COE Migrant Program** Trustee Strickland made a motion to approve the Memorandum of Understanding to continue to work with Tulare County office of Education/Migrant Program Region VIII as a Model B district. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- ESP Surveying, Inc. – Richmond** Trustee Garcia made a motion to approve the agreement with ESP Surveying, Inc., for the Richmond modernization project. Trustee Revious seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- ESP Surveying, Inc. – Roosevelt** Trustee Garcia made a motion to approve the agreement with ESP Surveying, Inc., for the Roosevelt modernization project. Trustee Strickland seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes

Revious – Yes  
Strickland – Yes

**Gonzalez  
Architects  
Agreement**

Trustee Strickland made a motion to approve the agreement with Gonzalez Architects for architectural services of the new shade structure for Community Day School. Trustee Revious seconded; motion carried 5-0:

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

**Kings View  
Counseling MOU**

Trustee Garcia made a motion to approve the Memorandum of Understanding between Kings View Counseling Services and HESD for the purpose of providing mental health counseling services to students. Trustee Hernandez seconded; motion carried 5-0:

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

**KCOE MOU**

Trustee Strickland made a motion to approve the Memorandum of Understanding between Kings County Office of Education and HESD for the provision of wireless LTE internet access for student devices. Trustee Hernandez seconded; motion carried 5-0:

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

**BP 5111**

Trustee Garcia made a motion to approve the revised Board Policy 5111 - Admission. Trustee Revious 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 Hernandez seconded; 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 Hernandez seconded; the motion carried 5-0:

Garcia – Yes  
Garner – Yes

Hernandez – Yes  
Revious – Yes  
Strickland – Yes

The following items were approved:

***Item "a" –  
Employment***

Classified

- Leticia Cole Bilingual Licensed Vocational Nurse – 6.0 hrs., Hamilton, effective 9/4/18

Temporary Employees/Substitutes

- Jennifer Aguirre, Substitute Yard Supervisor, effective 9/7/18
- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 9/12/18
- Evelia Fernandez, Substitute Yard Supervisor, effective 9/11/18
- Karen Ortega Garcia, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 9/10/18 to 10/19/18
- Brian Gutierrez, Substitute Custodian I, effective 8/27/18
- Ruben Gutierrez, Substitute Custodian I, effective 8/27/18
- Emily Lerma, Substitute Custodian I and Yard Supervisor, effective 9/6/18
- Anahi Linan, Substitute Yard Supervisor, effective 9/14/18
- Miguel Mares, Substitute Custodian I, effective 8/31/18
- Arianna Nava, Substitute READY Program Tutor, Bilingual Aide, and Translator: Oral Interpreter and Written Translation, effective 9/5/18
- Jennifer Paul Saylor, Substitute READY Program Tutor and Yard Supervisor, effective 9/5/18
- Ma Carmen Solorio, Substitute Yard Supervisor, effective 9/14/18
- Ramon Vasquez, Substitute Food Service Worker I/II, effective 9/13/18

***Item "b" –  
Employment and  
Certification of  
Temporary  
Athletic Team  
Coaches Pursuant  
to Title 5 CCR  
5594***

- Mariah Benitez, 4-6 Girls Softball Coach, Hamilton, effective 8/30/18 to 10/18/18
- Rachel Castellanos, 4-6 Girls Basketball Coach, Roosevelt, effective 11/12/18 to 2/9/19
- Desiree Davis, 4-6 Girls Softball Coach, Monroe, effective 8/28/18 to 10/18/18
- Torrey Edwards, 4-6 Girls Softball Coach, Lincoln, effective 8/27/18 to 10/18/18
- Brianna Stokes, Girls Volleyball Coach, Jefferson, effective 8/20/18 to 10/16/18
- Zachary Westover, 4-6 Boys Football Coach, King, effective 8/27/18 to 10/18/18

***Item "c" –  
Resignations***

- Carmen Olivares, Yard Supervisor – 2.5 hrs., Jefferson, effective 9/7/18
- Kyle Smith, Substitute READY Program Tutor and Special Education Aide, effective 12/13/17

***Item "d" – More  
Hours***

- Ashley Acle, Food Service Worker II, from 2.5 hrs., to 3.0 hrs., Kennedy, effective 9/13/18

***Item "e" –  
Administrative  
Transfers***

- Alyssa Null, Food Service Worker II – 3.0 hrs., from Kennedy to Wilson, effective 9/13/18

***Item "f" –  
Volunteers***

<u>Name</u>	<u>School</u>
Mandi Hansen	Hamilton
Vincent Jimmeyer	Hamilton
Gloria Ledesma	Hamilton
Brandy Topete	Hamilton
Michelle Woods	Hamilton
Dulce Campaña Gonzalez	Jefferson

Gina Jundt (HESD Employee)	Jefferson
Julia Barajas	King
Paula Massey	Lincoln
Kristy Barriga	Monroe
Erma Reyna	Monroe
Angelica Rodriguez	Monroe
Ramiro Trevino Jr.	Monroe
Meagan Clark	Richmond
Cassie Cummings	Roosevelt
Kathy Flores	Roosevelt
Clara Grays	Simas
Steven Johnson Jr.	Simas
Jerod Strong (HESD Employee)	Simas
Odette Uhaldeborde	Simas
Elizabeth Waggoner	Simas
Joshua Rees	Washington
Chelsea Lourenco	Monroe/Kennedy

**Adjournment**      There being no further business, President Garner adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Joy C. Gabler,  
Secretary to the Board of Trustees

Approved: \_\_\_\_\_  
Jeff Garner, President

\_\_\_\_\_  
Lupe Hernandez, Clerk

No	Reason	A/D	Sch Req'd	Home Sch	Date
I-166	O	A	Monroe	Pioneer	10/01/2018
I-167	Homeless	A	Hamilton	Kit Carson	10/01/2018

No	Reason	A/D	Sch Req'd	Home Sch	Date
O-124	O	A	Lakeside	Lincoln	10/01/2018
O-125	O	A	Lakeside	Lincoln	10/01/2018
O-126	CC	A	Lemoore	Kennedy	10/01/2018
O-127	CC	A	Lemoore	Kennedy	10/01/2018
O-128	O	A	Pioneer	Kennedy	10/01/2018

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy C. Gabler  
FROM: Kristina Baldwin  
DATE: 09/27/2018



FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☐ Action

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

**ITEM:** Everett Financial Inc. donation in the amount of \$111.00

**PURPOSE:** General Fund/Instructional Supplies

**FISCAL IMPACT:** \$111.00

**RECOMMENDATIONS:** Approve Donation



## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Debra Colvard *DC.*

DATE: 10/1/18

FOR: ☒ Board Meeting  
☐ Superintendent's CabinetFOR: ☒ Information  
☐ Action

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

**ITEM:** Receive information on HESD Induction Program and Accreditation Cycle.**PURPOSE:** For accreditation purposes with the Commission on Teacher Credentialing, the HESD Induction Program must receive the governing board's approval of sponsorship of the program.**FISCAL IMPACT:** None**RECOMMENDATIONS:** This item is for information.

## What is Induction?

2 year program  
Job-embedded  
Professional support &  
Mentoring  
CSTPs  
California Clear Credential

## Program History

General Ed 2004  
Ed Specialist 2016  
CASC 2018

## Mission Statement



## Accreditation

**Commission on  
Teacher Credentialing**

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/25/18

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

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

**ITEM:** Receive the following **NEW** Board Bylaw for information:

- BB 9012 – Board Member Electronic Communications

**PURPOSE:** The following **new** Board Bylaw aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.

This Board Bylaw also reflects a new court decision (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

**FISCAL IMPACT:** None**RECOMMENDATIONS:** Consider for adoption at the next public Board Meeting.

# Hanford ESD

# NEW

## Board Bylaw

### Board Member Electronic Communications

BB 9012

#### Board Bylaws

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)  
 (cf. 1312.1 - Complaints Concerning District Employees)  
 (cf. 1312.2 - Complaints Concerning Instructional Materials)  
 (cf. 1312.3 - Uniform Complaint Procedures)  
 (cf. 1312.4 - Williams Uniform Complaint Procedures)  
 (cf. 3320 - Claims and Actions Against the District)  
 (cf. 9005 - Governance Standards)  
 (cf. 9121 - President)  
 (cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

(cf. 1340 - Access to District Records)  
 (cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

35140 Time and place of meetings  
 35145 Public meetings  
 35145.5 Agenda; public participation; regulations  
 35147 Open meeting law exceptions and applications

##### GOVERNMENT CODE

6250-6270 California Public Records Act  
 11135 State programs and activities, discrimination  
 54950-54963 The Ralph M. Brown Act, especially:  
 54952.2 Meeting, defined  
 54953 Meetings to be open and public; attendance  
 54954.2 Agenda posting requirements, board actions

##### COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

#### Management Resources:

##### CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

##### ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

##### WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/25/18

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

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

**ITEM:** Receive the following revised Board Policy for information:

- BP 7214 – General Obligation Bonds

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

Policy updated to reflect new law (SB 1029, 2016) which requires the board to adopt a debt management policy prior to issuing any debt, including a general obligation bond, and to certify to the California Debt and Investment Advisory Commission that any proposed issuance of debt is consistent with the district's policy. Policy also reflects new law (AB 2116, 2016) which requires the board to obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor, and new law (AB 2738, 2016) which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Consider for adoption at the next public Board Meeting.

# Hanford ESD

## Board Policy

### General Obligation Bonds

BP 7214

#### Facilities

The Board of Trustees recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The Board's decision to order a bond election, as well as its determinations regarding~~Board shall determine~~ the appropriate amount, timing, and structure of the bond issuance, shall be consistent~~bonds in accordance~~ with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

#### Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special



election, or a regularly scheduled local election at which all of the electors of the ~~school~~-district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification~~A requirement~~ that proceeds from the sale of the bonds will be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school ~~facilities~~facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation.~~advisory oversight committee.~~ This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits ~~required~~~~conducted~~ pursuant to items #3 ~~and~~ #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted. ~~He/she shall submit the audits to the citizens' oversight committee at the same time they are submitted to him/her and no later than~~by March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

#### Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds~~Bonds~~ shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state

school building aid loans

8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board ~~and~~ entered into the minutes. (Education Code 15100)

A general obligation bond approved by 66.67 percent majority are not required by law to appoint a citizens' oversight committee. However, at the discretion of the district, the Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

#### Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes.  
~~(Education Code 15100).~~

The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

#### Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the~~The~~ resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6, which shall not be more than 25 years from the date of the bonds. However, if the Board elects to issue the bonds pursuant to Government Code 53508, the maximum acceptable interest rate shall not exceed 12 percent and the time(s) when the whole or any part of the principal shall be payable shall not be more than 40 years. (Education Code 15140; Government Code 53508)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall ~~placedispose, as~~ an agenda item at a public meeting and adopt as part of, either in the bond issuance resolution, or in a separate resolution,

disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: –(Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

~~—After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. –The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. California Debt and Investment Advisory Commission.~~ (Education Code 15146; Government Code 53509.5)

## Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. ~~Interest payments may also be made from such sources.~~ However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note ~~—The notes~~ may be issued only if the tax rate levied to pay interest on the ~~notes periodically~~ would not cause the district to exceed the tax rate ~~limitation~~ limitations set forth in Education Code 15268 or 15270, as applicable.

### Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

### Legal Reference:

#### EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

#### ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 ~~Local School district~~ election

15372 Elections official certificate

#### GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers  
 1125-1129 Incompatible activities  
 8855 California Debt and Investment Advisory Commission  
 53506-53509.5 General obligation bonds  
 53580-53595.5 Bonds  
 54952 Definition of legislative body, Brown Act

## CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation  
 Article 16, Section 18 Debt limit

## CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

## COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356

## ATTORNEY GENERAL OPINIONS

99 Ops.Cal.Atty.Gen. 18 (2016)

88 Ops.Cal.Atty.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

## Management Resources:

### CSBA PUBLICATIONS

California's Challenge: Adequately Funding Education in the 21st Century, December 2015

Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

### GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

### WEB SITES

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

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Government Finance Officers Association: <http://www.gfoa.org>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA): <http://www.emma.msrb.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: December 11, 2013 Hanford, California

Revised:

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 19, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

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

**ITEM:** Receive the following new Administrative Regulation 5141.52 – Suicide Prevention

**PURPOSE:** The following Administrative Regulation is a new policy that aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Educational Code changes.

This regulation reflects new law (AB 2246, 2016) which mandates districts serving grades 7-12 to adopt policy on suicide prevention, intervention, and postvention by the beginning of the 2017-18 school year. The regulation reflects the mandate to address any related staff development to be provided to teachers in grades 7-12 and to address the needs of specified high-risk student populations. In addition, the regulation adds best practices in prevention, intervention, and postvention, including, but not limited to, student instruction, crisis intervention procedures, follow-up care for a student who threatens or attempts suicide, and the provision of counseling and other postvention strategies to reduce suicide contagion.

**FISCAL IMPACT:** None**RECOMMENDATIONS:**

# **Hanford ESD**

## **Administrative Regulation**

### **Suicide Prevention**

AR 5141.52

#### **Students**

##### Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. 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.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community



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

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

### Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide

2. Develop coping and resiliency skills and self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

### Intervention

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

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

#### Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Policy HANFORD ELEMENTARY SCHOOL DISTRICT  
reviewed: September 26, 2018 Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 19, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

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

**ITEM:** Receive the following revised Board Policy & Administrative Regulation 5148.2 – Before/After School Programs

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

Policy and regulation updated to reflect new law (AB 2615, 2016) which permits districts to charge a family fee for participation in an ASES, 21st CCLC, or 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. Policy also links program content with goals in the district's LCAP, and includes material formerly in AR related to priorities for establishing district programs consistent with state and federal priorities for funding programs. Regulation also reflects provisions of AB 2615 which require first priority for enrollment, beginning July 1, 2017, to be given to students identified as homeless or foster youth and require ASSETs programs to provide for access to computers and technology.

**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 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, local control and accountability plan, curriculum, and 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)

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.

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

Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, 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)

OPTION 1: No fee shall be charged for participation in the program.

OPTION 2: A family fee may be charged to participating families based on the actual cost of services, as long as the fee is waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422, 8482.6)

In regard to the After School Education and Safety program and/or 21st Century Community Learning Center program, no fee shall be charged for a student identified as a homeless or foster youth. (Education Code 8482.6)

(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)

Eligible students ages 11-12 years shall be placed in a before-school or after-school program, if and when available, rather than subsidized child care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child care and development services in accordance with the priorities established in AR 5148 - Child Care and Development. (Education Code 8263.4)

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 Superintendent or designee shall review 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.

(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  
 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  
~~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  
 7171-7176 \_21st Century Community Learning Centers  
 UNITED STATES CODE, TITLE 42  
 1766-~~1766a~~ ~~1766~~ Child and Adult Care Food Program  
 11434a Education for homeless children and youths  
 CODE OF FEDERAL REGULATIONS, TITLE 7  
 226.17\_ 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/lb/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	
revised:	January 24, 2018	
revised:	September 26, 2018	



# Hanford ESD

## Administrative Regulation

### Before/After School Programs

AR 5148.2

#### Students

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. 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 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 either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. ~~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, 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. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(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 regulation.

(cf. 6179 - Supplemental Instruction)

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

(4) 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.

## 8. Summer/Intersession/Vacation Programs

a. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)

b. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)

c. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)

d. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)

e. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code

8483.76)

(cf. 6177 - Summer Learning Programs)

### Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. He/she also shall submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

### 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	
revised:	January 24, 2018	
revised:	September 26, 2018	
approved:		

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/01/2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:**

Consider adoption of the following Administrative Regulation:

AR 3580 – District Records

**PURPOSE:**

Regulation updated to revise material related to the retention of electronic records, including records pertaining to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt the following Administrative Regulation:

AR 3580 – District Records

# Hanford ESD

## Administrative Regulation

### District Records

AR 3580

#### Business and Noninstructional Operations

#### Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

#### Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

## 1. Annual Reports

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
  - (1) Those containing information relating to property, activities, financial condition, or transactions

- (2) Those declared by Governing Board ~~of Trustees~~ minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

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

## 2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

## 3. Personnel Records

—Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.



Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

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

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

~~(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)~~

#### 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

#### 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

#### Class 2 - Optional Records

Any ~~records~~~~record~~ considered temporarily worth keeping, but which ~~are~~~~is~~ not a Class 1 ~~records~~~~record~~, may be classified as a Class 2 (Optional) ~~records~~~~record~~ and shall be retained until ~~it is~~ reclassified as a Class 3 (Disposable) ~~records~~~~record~~. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

#### Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or

financial transactions; detailed records used in preparing another report; teachers'

registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. ~~In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record.~~ (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

### Electronically Stored Information

All ~~district-related~~ electronically stored information ~~related generated or received by a district employee shall be saved to an electronic file on the conduct of district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.~~

~~However, any district business, including-related electronically stored~~ information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved that qualifies as an electronic file to a district-provided account or device record, as defined above, shall be classified and retained as specified in accordance with the section "Classification of Records" above. Such

~~District-related electronically stored~~ information includes, but is not limited to, ~~any email, voicemail, text messages, instant messages, computer files, and other electronic communications message, word processing document, spreadsheet, or text document~~ related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed or generated in the course of an employee's official duty.

(cf. 9012 - Board Member Electronic Communications)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. ~~The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.~~

(cf. 4040 - Employee Use of Technology)

Any person~~employee~~ to whom a district-owned computer, cell phone, or other electronic

communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on the effective use of~~effectively using~~ the device.

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

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

(cf. 4331 - Staff Development)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: April 9, 2014

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following revised board policy.

**PURPOSE:** the following board policy is being updated to reflect NEW LAW (AB 500) which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.

- BP 4119.21, 4219.21, 4319.21 – Professional Standards (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

## All Personnel

BP 4119.21  
4219.21  
4319.21

### PROFESSIONAL STANDARDS

The Governing Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally~~exhibit professional behavior~~, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct ~~should enhance~~that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)  
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
(cf. 5131 - Conduct)  
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)  
(cf. 9005 - Governance Standards)

Each employee ~~should make a commitment~~is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute~~should focus on his/her contribution~~ to the learning and achievement of district students.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

### Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
 (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
 (cf. 5131.2 - Bullying)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

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

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being Dishonest ~~Dishonesty~~ with students, parents/guardians, staff, or members of the public, including, but not limited to, ~~falsification of~~ falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

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

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 – ~~Employee Use~~employee-use of ~~Technology~~technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

### Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

~~(cf. 4117.4 – Dismissal)~~

(cf. 4117.7/4317.7 - Employment Status Reports)

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

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

## Notifications

The Section(s) of the district's employee code of conduct addressing interactions with students are as set forth above in this board policy on Professional Standards which shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

44050 Employee code of conduct; interaction with students

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

#### PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

#### CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

### Management Resources:

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

#### COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015 ~~Leadership Policy Standards: ISLLC-2008, 2008~~

#### NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

#### WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

#### ~~WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS~~

~~California Professional Standards for Educational Leaders, 2001~~

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.wested.org> ~~WestEd.org~~



Policy

adopted: November 7, 2001

revised: March 29, 2006

revised: November 28, 2012

revised: \_\_\_\_\_, 2018

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following revised board policy.

**PURPOSE:** The following board policy is being updated to reflect NEW LAW (SB 285, 2017) which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects NEW LAW (AB 119, 2017) which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientation (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).

- BP 4140, 4240, 4340 – Bargaining Units (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**All Personnel****BP 4140  
4240  
4340****BARGAINING UNITS**

The ~~Governing Board of Trustees~~ recognizes the right of ~~district public school~~ employees to form ~~a~~ bargaining ~~unit~~ units, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)  
(cf. 4143/4243 - Negotiations/Consultation)  
(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

~~Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)~~

~~(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)~~

**Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)  
(cf. 4301 - Administrative Staff Organization)  
(cf. 4312.1 - Contracts)

For this purpose, supervisory employee means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, ~~lay off~~ layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment.

(Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, but that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

~~Payment of Dues or Service Fee~~ Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

~~Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)~~

~~Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)~~

~~Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)~~

~~(cf. 3460—Financial Reports and Accountability)~~

~~The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)~~

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

#### Access to Employee Orientations and Contact Information

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

#### Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the

employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

#### Legal Reference:

##### EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 ~~Definition~~ Definitions of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

##### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

##### CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

##### COURT DECISIONS

Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56(2011), 192 Cal.App. 4th 905 1409

#### Management Resources:

##### CSBA PUBLICATIONS

~~Collective Bargaining DVD-ROM~~

~~Before the Strike: Planning Ahead in Difficult Negotiations, 1996~~

##### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>  
California Teachers Association: <http://www.cta.org>  
Public Employment Relations Board: <http://www.perb.ca.gov>

Policy

adopted: November 7, 2001

revised: September 5, 2007

revised: June 13, 2012

Revised:        /        /18

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following revised administrative regulation.

**PURPOSE:** The following Regulation is being updated to include the School Social Worker as a person that is authorized to transport students.

- AR 4156.4 – Use of District or Personal Automobiles (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**All Personnel**

AR 4156.4(a)  
 4256.4  
 4356.4

**USE OF DISTRICT OR PERSONAL AUTOMOBILES****1. Legal Operation of Vehicles**

In accordance with Board policy, no district employee shall operate a district vehicle or his/her personal automobile for work-related purposes, or to transport students or other employees, without full compliance with State law, including:

- a. Holding an appropriate, valid California Driver's License for the vehicle they operate
- b. Carry in the vehicle at all times a valid vehicle registration document for the automobile
- c. For personal automobiles, maintain at all times the minimum liability insurance for the vehicle.
- d. Passenger Restraint Systems

**2. All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)**

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

- a. The child is four feet nine inches or taller, in which case a safety belt may be used.
- b. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
- c. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
- d. The child is otherwise exempted by law.

**3. Transportation of Students**

Only personnel holding the following positions are authorized to transport students:

- a. Personnel licensed and authorized to operate a district school bus
- b. Superintendent

AR 4156.4(b)  
4256.4  
4356.4

## USE OF DISTRICT OR PERSONAL AUTOMOBILES

- c. Assistant Superintendent
  - d. Director
  - e. Principal
  - f. Vice Principal
  - g. Learning Director
  - h. School Nurse
  - i. School Operations Officer
  - j. Student Specialist
  - k. School Psychologists
  - l. School Counselor
  - m. Parent Liaison Specialist
  - n. School Social Worker
4. Unauthorized transportation of students or the operation of a district vehicle or personal automobile in violation of law and this administrative regulation is subject to disciplinary action up to, and including, termination, and may subject the employee to criminal and civil penalties.

### Regulation

adopted: November 7, 2001

revised: October 1, 2003

revised: March 29, 2006

revised: April 16, 2008

revised: April 24, 2012

revised: August 27, 2014

revised: \_\_\_\_\_, 2018

### HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following revised board policy.

**PURPOSE:** Policy moved to administrative regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.

- BP 4157.1, 4257.1, 4357.1 – Work-Related Injuries (Delete)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**All Personnel****BP 4157.1****4257.1****4357.1****WORK-RELATED INJURIES**

The Governing Board desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

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

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 4157.2/4257.2/4357.2 - Ergonomics)*

*(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)*

*(cf. 4261.11 - Industrial Accident/Illness Leave)*

An Employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.

The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.

*Legal Reference:**EDUCATION CODE*

*44984 Industrial accident and illness leaves, certificated employees*

*45192 Industrial accident and illness leaves, classified employees*

*LABOR CODE*

*3200-4855 Workers' compensation, especially:*

*3550-3553 Employee notice*

*3600-3605 Conditions of liability*

*3760 Report of injury to insurer*

*4600 Provision of medical and hospital treatment by employer*

*4906 Disclosures and statements*

*5400-5413 Notice of injury or death*

*6409.1 Reports*

*CODE OF REGULATIONS, TITLE 8*

*15596 Notice of employee rights*

*Management Resources:**WEB SITES*

*California Department of Industrial Relations: <http://www.dir.ca.gov>*

**Policy**

**adopted: November 7, 2001**

**revised: November 20, 2002**

**HANFORD ELEMENTARY SCHOOL DISTRICT**

**Hanford, California**

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following new administrative regulation.

**PURPOSE:** The following Administrative Regulation is being added to identify the purpose of the ergonomics program and will include other workplace injuries in addition to repetitive motion injuries, provide for employees to report symptoms to a supervisor, and reflect circumstances under which an ergonomic program is required by state regulations.

- AR 4157.2, 4257.2, 4357.2 – Ergonomics (new)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

## **NEW ADMINISTRATIVE REGULATION**

### **All Personnel**

AR 4157.2

4257.2

### **ERGONOMICS**

4357.2

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

1. Evaluate each job, process, or operation of identical work activity at the work site, or a representative number of such jobs, processes, or operations of identical work activities, for exposures which have caused RMIs
2. Correct in a timely manner, or minimize to the extent feasible if correction is not possible, any exposures that have caused RMIs, taking into consideration engineering controls such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job rotation, work pacing, or work breaks
3. Provide staff training that includes an explanation of:
  - a. The district's ergonomics program
  - b. The exposures that have been associated with RMIs
  - c. The symptoms and consequences of injuries caused by repetitive motion
  - d. The importance of reporting symptoms and injuries to the district
  - e. Methods used by the district to minimize RMIs

Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.

(cf. 4157/4257/4357 - Employee Safety)

**Legal Reference:**

**EDUCATION CODE**

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

**GOVERNMENT CODE**

21153 Employer not to separate for disability members eligible to retire

**LABOR CODE**

142.3 Adoption, amendment or repeal of standards and orders

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5404 Notice of injury or death

6303 Place of employment; employment

6305 Occupational safety and health standards; special orders

6310 Retaliation for filing complaint prohibited

6357 Standards for workplace ergonomics

6401.7 Injury prevention programs

6409.1 Reports

**CODE OF REGULATIONS, TITLE 8**

3203 Injury and Illness Prevention Program

5110 Repetitive motion injuries

**Management Resources:**

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF  
OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS

Ergonomic Hazards, Fact Sheet H

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011

**WEB SITES**

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

Regulation

Adopted: \_\_/\_\_/18

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 1, 2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

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

**ITEM:** Consider adoption of the following revised board policy and administrative regulation.

**PURPOSE:** The following board policy and administrative regulation are being updated to add material formerly in the Administrative Regulation regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. The Regulation is being updated to reflect NEW LAW (AB 670) which makes playground aide positions part of the classified service in non-merit system districts.

- BP/AR 4200 – Classified Personnel (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**Classified Personnel****BP 4200****CLASSIFIED PERSONNEL**

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements. ~~The primary role of classified personnel is to provide services that support and enhance the district's educational program.~~

(cf. 0200 - Goals for the School District)

(cf. 4211 - Recruitment and Selection)

~~Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.~~

~~(cf. 4215 - Evaluation/Supervision)~~

**Classification of Employees**

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position (Education Code 45104)

(cf. 4211 - Recruitment and Selection)

(cf. 4212 - Appointment and Conditions of Employment)

~~Before employing a short-term classified employee, the Board, at a regularly scheduled meeting shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. (Education Code 45103)~~

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year. ~~A job description shall be established for each position.~~

**Assignment**

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

~~(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)~~

(cf. 4141/4241 - Collective Bargaining Agreement)

Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

(cf. 4215 - Evaluation/Supervision)

### Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

### Legal Reference:

#### EDUCATION CODE

45100-45139 Employment of classified staff  
 45160-45169 Salaries and differential compensation  
 45190-45210 Resignation and leaves of absence  
 45220-45320 Merit system  
 49406 Examination for tuberculosis  
 51760-51769.5 Work experience education

### Management Resources:

#### WEB SITES

California School Employees Association: <http://www.csea.com>

### Policy

adopted: April 14, 1982  
 revised: November 7, 2001  
 revised: April 2, 2003  
Revised:        /        /18

### **HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

## Classified Personnel

AR 4200

### CLASSIFIED PERSONNEL

#### Exemption from Classified Service

Individuals hired solely for the following purposes are exempt from the classified service:  
(Education Code 45103)

1. Substitute or short-term employees ~~as defined~~, who are employed and paid for less fewer than ~~75 percent~~ 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the school year number of hours worked per day

~~Substitute employee means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.~~

~~Short term employee means any person who is employed to perform a service for the district, upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.~~

~~Seventy five percent of the school year means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of the number of hours worked per day.~~

- ~~2. Part-time playground positions (yard supervisors), when the employees are not otherwise employed in classified positions in the district~~

- ~~3~~2. Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment

- ~~4~~3. Full-time ~~day-students~~ employed part-time, and part-time students employed part-time in any college work study program, or in a work experience education program conducted by community college district and that is financed by state or federal funds, shall not be a part of the classified service.

- ~~5. Part-time students employed part time in any college work study program, or in a work-experience education program conducted by a community college district and which is financed by state or federal funds.~~

Persons hired solely for purposes which are exempted from the classified service shall

nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

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

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

(cf. 4212 - Appointment and Conditions of Employment)

~~(cf. 4215.5 - Criminal Record Check)~~

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

Regulation

approved: April 14, 1982

revised: November 7, 2001

revised: April 2, 2003

revised: \_\_\_\_\_, 2018

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Joy Gabler

**FROM:** Jaime Martinez

**DATE:** October 1, 2018

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

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

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Temporary Employees/Substitutes

- Savannah Bruner, Substitute Yard Supervisor, effective 9/26/18
- Cassey Gunlund, Substitute Licensed Vocational Nurse, effective 9/20/18

**b. More Hours**

- Mirella Garibay, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Monroe, effective 9/17/18

**c. Voluntary Decrease in Hours**

- Yvette Mena, Yard Supervisor, from 2.5 hrs. to 2.0 hrs., Monroe, effective 9/17/18

**d. Volunteers**

<u>Name</u>	<u>School</u>
Irais Angel	Hamilton
Reunite Mims (HESD Employee)	Hamilton
Susana Mitre Villa	Jefferson
Daisy Prado	Jefferson
Maria Rodriguez	Jefferson

**d. Volunteers (cont.)**

Andrew Stowe	Jefferson
Tara Warmerdam	Jefferson
Kayla Maner	King
Gresia Marquez	King
Ariana Martin (HESD Employee)	King
Jaime Molina	King
Evangelina Pimentel	King
Jessica Gutierrez	Lincoln
Vanessa Mendoza	Lincoln
Jennifer Navarro Rodriguez (HESD Employee)	Lincoln
Alicia Ambriz	Monroe
Rachele Cassity	Monroe
Jackie Erickson	Monroe
Sonia Ramirez	Monroe
Katie Resendez	Monroe
Vance Fredrick (HESD Employee)	Richmond
Curt Hardcastle	Richmond
Elizabeth Patino	Richmond
Maria Pineda Huesca	Richmond
Charles Porter	Richmond
Ashley Velasco	Richmond
Vanessa Sanchez	Roosevelt
Rosemary Reynolds	Simas
Monica Toomes (HESD Employee)	Simas
Flor Flores	Washington
Chris Kuenning	Washington
Paul Thompson	Washington
Alicia Montoya	Wilson
Melanie Reynolds	Wilson
Veronica Chavarin	King/Monroe

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/01/2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:**

Consider adoption of the Resolution #6-19 California Environmental Quality Act (CEQA)  
Exemption – Lincoln Elementary School Classroom Wing

**PURPOSE:**

Resolution #6-19 exempts the construction of the Lincoln Elementary School Classroom Wing from CEQA as the resulting capacity does not increase by the thresholds set forth in the statute (ten classrooms or 25% of capacity whichever is smaller).

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Adopt Resolution #6-19.



**HANFORD ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION OF THE GOVERNING BOARD  
FINDING THE CONSTRUCTION OF THE NEW CLASSROOM WING AT LINCOLN  
ELEMENTARY SCHOOL EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (CEQA) AND APPROVING THE FILING AND RECORDATION OF A  
NOTICE OF EXEMPTION**

**RESOLUTION NO. 6-19**

**WHEREAS**, the Hanford Elementary School District (“District”) owns and operates Lincoln Elementary School, located at 832 S. Harris Street, Hanford, California, in the County of Kings, California (the “Site”); and

**WHEREAS**, the District proposes to construct certain improvements to the Site consisting of the new classroom wing at Lincoln Elementary School (the “Project”); and

**WHEREAS**, prior to commencement of the Project, the District must comply with the California Environmental Quality Act (“CEQA”); and

**WHEREAS**, categorical exemptions to CEQA are set forth in Article 19 of Title 14 of the California Code of Regulations (“CEQA Guidelines”); and

**WHEREAS**, CEQA Guidelines Section 15314 sets forth an exemption from CEQA for minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less; and

**WHEREAS**, the Project will not result in an increase in student capacity or classrooms beyond what is allowed by the exemption in 15314; and

**WHEREAS**, the District has considered whether the Project is subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2.; and

**WHEREAS**, the District has determined that the Project is not subject to any of the exceptions to exemption set forth in CEQA Guidelines Section 15300.2; and

**WHEREAS**, the District has considered whether the Project may have a significant effect on the environment; and

**WHEREAS**, the District has concluded, through its own independent review and analysis of the Project, that the Project will not have a significant effect on the environment; and

**NOW, THEREFORE**, the Board of Education of the Hanford Elementary School District hereby finds, determines, declares, orders and resolves as follows:

**Section 1.** That all of the recitals set forth above are true and correct, and the Board so finds and determines.

**Section 2.** That the District has considered whether the Project may have a significant effect on the environment.

**Section 3.** That the District has concluded, after reviewing the Project through its own independent review and analysis, that the Project will not have a significant effect on the environment.

**Section 4.** That the Project will not result in additional classroom space or increase student capacity at the Site beyond what is allowed under 15314.

**Section 5.** That the Project is subject to CEQA Guidelines Section 15314, and not subject to any exception to exemption found in CEQA Guidelines Section 15300.2 and is therefore exempt from CEQA.

**Section 6.** That the District's Superintendent, or the Superintendent's designee, is instructed to file and/or record a Notice of Exemption from the California Environmental Quality Act, consistent with this Resolution, attached hereto as Exhibit "A," with any and all appropriate public agencies or entities, subject only to minor, non-substantive revisions, if necessary.

**Section 7.** This Resolution shall take effect immediately upon adoption.

**APPROVED, PASSED AND ADOPTED** by the Board of Education of the Hanford Elementary School District on the 10<sup>th</sup> day of October, 2018, by the following vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSTENTIONS:** \_\_\_\_\_

\_\_\_\_\_  
President of the Board of Education of the  
Hanford Elementary School District

Attested to:

\_\_\_\_\_  
Clerk of the Board of Education of the  
Hanford Elementary School District

# NOTICE OF EXEMPTION

91/105

TO: Office of Planning and Research  
P.O. Box 3044,  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

County Clerk-Recorder  
County of Kings  
1400 W. Lacey Blvd.  
Hanford, CA 93230

FROM:

Hanford Elementary School District  
714 N. White St  
Hanford, CA 93230

**Project Title:** New Classroom Wing at Lincoln Elementary School

**Project Location - Specific:**

Lincoln Elementary School  
832 S. Harris Street  
Hanford, California 93230

**Project Location - County:** Kings

**Description of Project:**

The construction of a new single story classroom wing with related site improvements.

**Name of Public Agency Approving Project:** Hanford Elementary School District

**Name of Person or Agency Carrying Out Project:** Hanford Elementary School District

**Exempt Status:** (check one)

- ☐ Ministerial (Sec. 21080(a)(1); 15268(b));  
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));  
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));  
☒ Categorical Exemption. State Type and section number:  
Minor addition to school [15314]  
Replacement of existing structure [15302]  
Statutory Exemptions. State Code number: \_\_\_\_\_

**Reasons why project is exempt:**

The construction project will result in four new classrooms and the removal of one permanent classroom which will not increase student capacity beyond the limits set forth in 15314. The project is also not subject to any of the exceptions to exemption set forth in CEQA Guidelines section 15300.2.

**Lead Agency Contact Person:** Joy C. Gabler, Superintendent

**Area Code/Telephone/Ext.:** 559-585-3604

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/01/2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:**

Consider adoption of the Resolution #7-19 State Building Funds Application for Lincoln classroom wing.

**PURPOSE:**

Resolution #7-19 will allow the District for potential State funding for the Lincoln classroom wing.

**FISCAL IMPACT:**

This resolution potentially provides the District approximately \$1,000,000 in matching funds for the Lincoln classroom wing if the District can demonstrate eligibility.

**RECOMMENDATIONS:**

Adopt Resolution #7-19.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
RESOLUTION NO. 7-19  
STATE BUILDING FUNDS APPLICATION**

Whereas, the HANFORD ELEMENTARY SCHOOL DISTRICT has eligibility for new construction and modernization projects and desires to apply for state funding under the Leroy F. Greene School Facilities Act of 1998 (Chap. 12.5, Part 10, Div. 1, commencing with Section 17070.10, et seq., of the Education Code) for the following projects

1. Lincoln Elementary SFP PTN #63917-025 (New Kindergarten Building)

; And

Whereas, the Board of Trustees of the Hanford Elementary School District has decided to apply to the State School Building Program for State funds; and

Whereas, the Board of Education (“School Board”) has determined that school facilities within the Hanford Elementary School District (the “District”), within Kings County need to be constructed; and

Whereas, the Board of Trustees has reviewed the application for submittal to the Office of Public School Construction;

Now, therefore be it hereby resolved by the Board of Trustees of the Hanford Elementary School District, as follows:

Whereas, the State Allocation Board (SAB) has established an “Applications Received Beyond Bond Authority List” for projects that have been received.

Pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Hanford Elementary School District hereby acknowledges the following:

1. That the statements set forth in the application and supporting documents are true and correct to the best of our knowledge and belief;
2. That Joy C. Gabler, Superintendent and David Endo, CBO, are hereby designated as District Representatives of the District and is hereby authorized and directed to file, on behalf of the District, such applications with the State Allocation Board;
3. That the District agrees to pay its match of the total costs of the project, unless the District qualifies for financial hardship funding, of which the District may only have to pay a portion or none of its share;
4. That the District certifies that the exact plans and specifications (P & S) for the project will be approved by DSA and CDE prior to requesting final apportionment.
5. The school board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this application;

6. The school board acknowledges that the State of California is not expected nor obligated to provide funding for the project and the acceptance of the application does not provide a guarantee of future State funding;
7. The school board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted;
8. The school board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district's approved application may be returned;
9. The school board acknowledges that they are electing to commence any pre-construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities;
10. The school board acknowledges that, if bond authority becomes available for the Board to provide funding for the submitted application, the School District must apply for financial hardship status, when applicable.

Enacted this 10<sup>th</sup> day of October, 2018  
by the Hanford Elementary School District Board of Trustees.

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
President of the Board of Trustees of  
the Hanford Elementary School District  
of Kings County, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/01/2018

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

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

**ITEM:**

Consider approval of agreement with SchoolWorks.

**PURPOSE:**

The administration is requesting the approval of an agreement with SchoolWorks to update the District's demographics and enrollment projections.

**FISCAL IMPACT:**

The cost of the agreement is \$7,500.

**RECOMMENDATIONS:**

Approve the agreement with SchoolWorks.

**Hanford Elementary School District**

# **GIS Annual Services Update**

## **Demographic Services & Enrollment Projections 2018-2019**

October 1, 2018



Prepared by

**SchoolWorks, Inc.**

Facility Planning & Demographic Consulting

SchoolWorks, Inc. | 8331 Sierra College Blvd., #221, Roseville, CA 95661 | 916.733.0402

[www.schoolworksgis.com](http://www.schoolworksgis.com)

Ken Reynolds, President



# **GIS Annual Services Update 2018/19**

## Statement of Work

### Six Year Projection of Enrollment by School, Grade and Program

This Demographic Study provides a comprehensive enrollment analysis. The district-wide and school-specific enrollment projections are meant to serve as a planning tool to help with both long-and short-term planning. Demographic Studies examine the factors that influence school enrollments, namely trends in demographics, birth rates and housing development. It is also used as a tool to identify certain facility planning requirements such as capacity utilization of existing facilities, planning for modernization or new construction and attendance boundary redistricting. This study provides information based on the 2018/19 District enrollments and programs, City planning policies and residential development. As these factors change and time lines are adjusted, the Demographic Study should be revised to reflect the most current information.

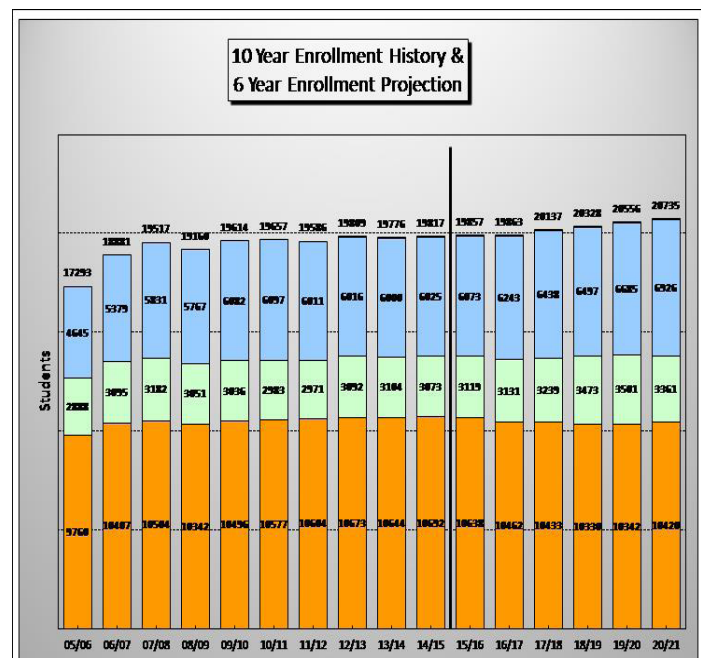
### Methodology

The enrollment projections for each school are generated using a State standard weighted cohort trend analysis. The basic projections are created by studying the individual geographic areas. Once the trends are analyzed for each area, the base projections are modified using the following procedures:

**Birth Rate Analysis:** Birth rates are used to project future kindergarten enrollment. It is assumed if the births indicate there was an increase of 4% one year, then there will be a corresponding 4% increase in the kindergarten class five (5) years later.

**Housing Development and Yield Rate Study:** New housing development can have a significant impact on future facility and demographic planning. A complete analysis of all current and future new housing developments will be researched by working with city, county and other local municipalities. A student yield rate analysis will also be conducted using the most current Census data. New housing development rates and yield factors are compared to the historical impact of development and if the future projections exceed the historical values, the projections are augmented accordingly.

**Neighborhood School Attendance Area Analysis:** Each school attendance boundary will be input into our GIS (Geographic Information Systems) Software. Students are counted in each of the attendance area boundaries based on their residential address and can be studied to view optimum and balanced utilizations. Attendance pattern maps for each individual boundary will analyze impacts of intra-district transfers from within the district boundary, as well as inter-district transfers from neighboring school districts.



## Statement of Work

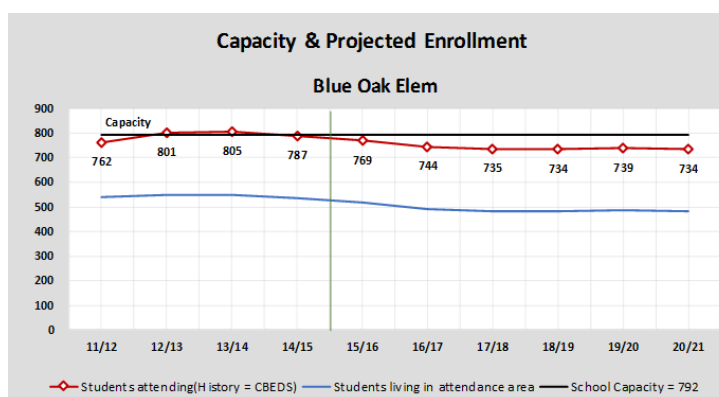
- Inter-district student counts are not included in the base geographic trend analysis since these students reside outside of the District. Therefore, the current number of students-per-school and students-per-grade are added to the base projections.
- Intra-district students are those who transfer from one school to another. The number of students transferring into and out of each school are calculated and used to determine the difference between the projections for students living in each attendance area versus those that are projected to attend the school.

*District Special Education and Alternative Programs:* The projections for special education students and alternative programs are created by assuming those programs typically serve a percentage of the total District population. Therefore, as the District grows or declines, the enrollment in those programs would increase or decrease accordingly.

*Cohort Trend Analysis:* The number of students living in the boundary are used to generate the cohort factors. The weighted average of the three (3) years is determined with the current year weighted 50%, the prior year 33.3% and the last year 16.7%. This gives the current trends more value in determining the projections. Those cohorts are then used to determine the students who will be residing in each attendance area for the following years.

*Site Capacity and Utilization Analysis:* By reviewing current district loading standards and how many available classrooms are situated at each school site, we can determine which schools have room for growth, which schools are overcrowded or which school sites may need to be considered for boundary changes or grade level reconfiguration. The classroom counts may not represent the current classrooms being used, as there may be unused rooms on the school site. In some cases, there may be

fewer classrooms counted than current teaching stations if some of the rooms being used were designed for other purposes but are currently being used as classrooms due to overcrowding. The purpose of the classroom count and capacity are to show what the school capacity should be if all teaching spaces are being used in accordance with the educational programs of the District.

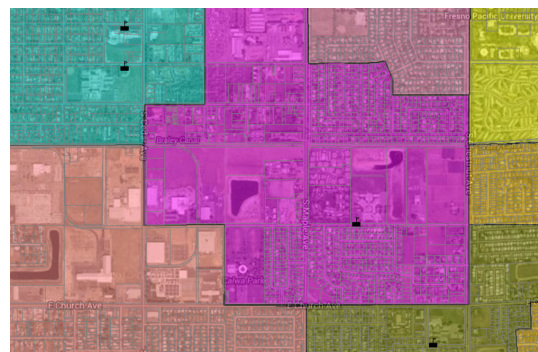




## Statement of Work

### Interactive Online Attendance Boundary Address Locator

Offered complimentary with SchoolWorks Demographic Services and Enrollment Projections. School Locator is an interactive, online address search service. School Locator is linked directly to your website for easy accessibility and customized to blend with existing design. School Locator also allows for multiple boundary layers to be added at anytime so if your district is going through a boundary change you have the ability to view both the current and proposed boundaries.



### Unlimited On-Call Services

SchoolWorks utilizes our GIS (Geographic Information System) Facility Planning Software as the foundation to input and analyze the Demographic and Enrollment information provided by the District. GIS lets you capture, manage, display and analyze geographically all the data that's critical in planning for your future. GIS allows you to view, understand and interpret data in ways that reveal patterns and trends through maps, reports and charts.

The information stored in our GIS Facility Planning Software is available to the District through our unlimited on-call technical support services. This includes doing queries in the GIS program to assist with information needed for grant applications, responses to public information requests and other various committee projects. The software is also available for purchase by the District, if requested.

### Hourly Services

If SchoolWorks presence is requested on various projects or committee meetings beyond the Statement of Work in this proposal, the District will be billed an hourly rate of \$140 per hour.

### Timeline

Upon approval of this signed professional services proposal, SchoolWorks will provide a request for information list to the appointed District Representative. SchoolWorks will establish and review the goals and objectives as well as review the proposed timeline for completion. The estimated time to complete this Demographic Study will be approximately two months from the time all the necessary data has been collected.



## Proposed Fee

Statement of Work	<b>Statement of Work</b>	
	Geocode Student Enrollment Data October 2018, 2017, 2016, 2015	
	Analyze Student Demographic Trends	
	Six Year District Enrollment Projections	
	Enrollment Projections for each Individual School	
	Facility Utilization Analysis	
	New Housing Impacts and Yield Rate Study	
	One (1) Board Presentation (Demographic Study)	
	Interactive Web Based School Attendance Boundary Locator	
	Unlimited On-Call Services	
	<b>Project Cost</b>	<b>\$7,500</b>
Hourly Services	<b>Hourly Services</b>	
	If SchoolWorks presence is requested on various projects or committee meetings outside the Statement of Work in this Proposal, the District will billed an hourly rate of \$140 per hour.	

The Contractor, SchoolWorks, Inc., will contract to perform the tasks enumerated above for the prices indicated. The District, Hanford Elementary School District, is authorized to enter into this agreement by Government Code 53060

# The Agreement

**PROFESSIONAL SERVICES AGREEMENT****GIS ANNUAL SERVICES UPDATE - 2018/19**

**Hanford Elementary  
School District**  
714 N. White St  
Hanford, CA 93230

and

**SchoolWorks, Inc.**  
8331 Sierra College Blvd., 221  
Roseville, CA 95661  
(916) 733-0402

THIS AGREEMENT, is made by and between SchoolWorks, Inc. (hereinafter referred to as "SCHOOLWORKS") and Hanford Elementary School District (hereinafter referred to as "the DISTRICT").

WHEREAS, the DISTRICT is authorized to retain consulting services to assist the DISTRICT in preparation of a Demographics Study with Enrollment Projections. .

**SCOPE OF SERVICES**

SCHOOLWORKS will provide the DISTRICT a Demographic Study with Enrollment Projections. The District-Wide and School-Specific enrollment projections are meant to serve as a planning tool to help with both long- and short-term planning. Demographic Studies examine the factors that influence school enrollments, namely trends in demographics, birth rates and housing development. It is also used as a tool to identify certain facility planning requirements such as capacity utilization of existing facilities, planning for modernization or new construction and attendance boundary redistricting. This Study provides information based on the 2018-19 District enrollments and programs, City planning policies and residential development.

**AGREEMENT PERIOD**

The agreement period begins October 1, 2018, (the "Effective Date") and will automatically expire on September 30, 2019 (the "Expiration Date").

**OBLIGATIONS OF THE DISTRICT**

DISTRICT agrees that it's employees will cooperate with SCHOOLWORKS and be available for scheduled consultations and meetings at reasonable times.

DISTRICT shall provide data which is required or requested by SCHOOLWORKS. All data and records, including student information will remain confidential.

DISTRICT will assist SCHOOLWORKS in obtaining data from public municipalities or agencies or private citizen groups whenever such data is necessary for completion of the work outlined in this agreement.

### **CONFIDENTIALITY**

Pupil records obtained by SCHOOLWORKS, Inc. and/or its third parties from the DISTRICT continue to be the property and under the control of the DISTRICT. The procedures by which pupils may retain possession and control of their own pupil generated content will be determined and controlled by the DISTRICT, not by SCHOOLWORKS, Inc. The options by which a pupil may transfer pupil-generated content to a personal account will be determined by the DISTRICT, not by SCHOOLWORKS, Inc. Representatives of the DISTRICT, not SCHOOLWORKS, Inc. or its third parties, will work directly with parents, legal guardians, or eligible pupils to review personally identifiable information in the pupil's records and correct erroneous information. SCHOOLWORKS, Inc. staff members or its third parties shall act to ensure the security and confidentiality of pupil records, including, but not limited to, designating and training experienced staff members to ensure the security and confidentiality of pupil records, by use of the following measures: SCHOOLWORKS, Inc. staff members will periodically review and test the security and confidentiality of records stored in its computer systems and its related data drives, and make adjustments to security protocols as required. In the event of an unauthorized disclosure of a pupil's records, staff of SCHOOLWORKS, Inc. and its third parties will assist the DISTRICT by providing any information provided in the unauthorized disclosure to the DISTRICT so that the DISTRICT can report the disclosure to the affected parent or student, and resolve the issue in a satisfactory manner. The DISTRICT, not SCHOOLWORKS, Inc., will work with pupils who choose to retain possession of their pupil generated content or to transfer such content to a pupil's personal account. SCHOOLWORKS, Inc. agrees to comply with all standards regarding the privacy of the student data provided by the DISTRICT, relating to "COPPA," "FERPA," and SOPIPA. In accordance with COPPA, FERPA and SOPIPA. SCHOOLWORKS will not use its site or services for other than its school district client's K-12 school purposes, and will use security protocols to secure DISTRICT data that is used in conducting certain studies and reports for or on behalf of the DISTRICT. SCHOOLWORKS, Inc. will not use any personally identifiable information in pupil records to engage in targeted advertising. SCHOOLWORKS, Inc. will not sell a student's information. SCHOOLWORKS, Inc. will not use any personally identifiable information in pupil records to create a "student profile" for any purpose other than those required or specifically permitted by the Technology Services Agreement. SCHOOLWORKS and/or its third parties shall not disclose any personally identifiable information in pupil records, unless for legal, regulatory, judicial, safety, or operational improvement reasons, and must disclose student information: when required by law, for legitimate research purposes; or for school purposes to educational agencies authorized by the DISTRICT

### **TERMINATION**

It is understood and agreed that the DISTRICT may terminate this agreement without cause by giving SCHOOLWORKS written notice at least thirty (30) days before effective date of such termination. Required payments include payment for hours completed.



**COMPENSATION**

The full amount of **\$7,500** will be billed upon completion of the Study and submitted to the District for review. The amount is due within thirty days of the date of the invoice. If SchoolWorks presence is requested at additional school board meetings or other committee meetings beyond the scope of work, the District will be billed at \$140 per hour, plus travel time and expenses.

The parties hereto have caused this agreement to be executed by their authorized representatives.

SchoolWorks, Inc.

Hanford Elementary School District



\_\_\_\_\_  
Signature

Kenneth R. Reynolds

\_\_\_\_\_  
Print Name

President

\_\_\_\_\_  
Title

October 1, 2018

\_\_\_\_\_  
Date