

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 26, 2018

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

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 August 31, 2018; September 7, 2018 and September 14, 2018.
- b) Approve minutes of Regular Board Meeting held on September 12, 2018.
- c) Approve interdistrict transfers as recommended.

3. INFORMATION ITEMS

- a) Receive for information the monthly financial reports for the period of 07/01/2018 – 08/31/2018 (Endo)
- b) Receive for information the Independent Citizen's Bond Oversight Committee Annual Report (Mark Smith)
- c) Receive for information the Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards (Carlton)
- d) Receive for information the Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards – Jefferson (Carlton)
- e) Receive for information the Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study (Carlton)
- f) Receive for information the Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study – Jefferson (Carlton)

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

- g) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3580 – District Records
- h) Receive for information the following revised Board Policy: (Carlton)
 - BP 0410 – Nondiscrimination in District Programs and Activities
- i) Receive for information the following revised Board Policy: (Martinez)
 - BP 4119.21, 4219.21, 4319.21 – Professional Standards
- j) Receive for information the following deleted Board Policy: (Martinez)
 - BP 4157.1, 4257.1, 4357.1 – Work-Related Injuries
- k) Receive for information the following revised Board Policy: (Martinez)
 - BP 4140, 4240, 4340 – Bargaining Units
- l) Receive for information the following new Administrative Regulation: (Martinez)
 - AR 4157.2, 4257.2, 4357.2 – Ergonomics
- m) Receive for information the following revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4200 – Classified Personnel
- n) Receive for information the following revised Administrative Regulation: (Martinez)
 - AR 4156.4 – Use of District or Personal Automobiles

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of contract with Tulare County Office of Education (Sanchez-Leal)
- b) Consider declaring obsolete, History Social Science Materials from the 2005 adoption (Rubalcava)
- c) Consider approval of consultant contract with Sharon Ramseier-Williams (Gomez)
- d) Consider approval of Memorandum of Understanding with Tulare County Office of Education/Migrant Program Region VIII (Gomez)
- e) Consider approval of agreement with ESP surveying, Inc., for the Richmond modernization project (Mulligan)
- f) Consider approval of agreement with ESP surveying, Inc., for the Roosevelt modernization project (Mulligan)
- g) Consider approval of agreement with Gonzalez Architects for architectural services of new shade structure for Community Day School (Mulligan)
- h) Consider approval of Memorandum of Understanding with Kings View Counseling Services (McConnell)
- i) Consider for approval Memorandum of Understanding with Kings County Office of Education for wireless LTE internet (Goldsmith)
- j) Consider approval of the following revised Board Policy: (Strickland)
 - BP 51111 - Admission

5. PERSONNEL (Martinez)

- 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
- 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
- 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
- d) More Hours
- Ashley Acle, Food Service Worker II, from 2.5 hrs., to 3.0 hrs., Kennedy, effective 9/13/18
- e) Administrative Transfers
- Alyssa Null, Food Service Worker II – 3.0 hrs., from Kennedy to Wilson, effective 9/13/18
- 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

<u>Name</u>	<u>School</u>
Steven Johnson Jr.	Simas
Jerod Strong (HESD Employee)	Simas
Odette Uhaldeborde	Simas
Elizabeth Waggoner	Simas
Joshua Rees	Washington
Chelsea Lourenco	Monroe/Kennedy

6. FINANCIAL (Endo)
None

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/17/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/26/2018

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 08/31/18, 09/07/18 and 09/14/18.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 08/31/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12587168	29	AIMS EDUCATION FOUNDATION Inst'l Consultant	\$1,650.00
12587169	34	CURTIS ALEXANDER Allowance	\$200.00
12587170	6431	AMAZON.COM Supplies	\$843.92
12587171	7216	DANIELLE AMES Allowance	\$56.31
12587172	7074	DEBORAH ARNOLD Travel & Conf	\$247.00
12587173	4670	ALICIA ARTHUR Rewards	\$124.84
12587174	3505	CRYSTAL G. AVILA Supplies	\$144.00
12587175	4983	B & H PHOTO-VIDEO Special Ed Matl's	\$174.41
12587176	5839	BAZIC PRODUCTS Warehouse	\$3,574.90
12587177	3710	KELLY BEKEDAM Allowance	\$125.27
12587178	224	CALIF. STATE UNIVERSITY-FRESNO Other Services	\$2,936.28
12587179	6131	CALIFORNIA SPORT DESIGN Inst'l Matl's	\$6,362.61
12587180	3822	LINDSEY CALVILLO Luncheon	\$34.68
12587181	7237	MONICA CANO Allowance	\$21.02
12587182	7236	GINA CARINALLI-BARNES Allowance	\$200.00
12587183	7062	YADIRA CASTREJON GRANADOS Supplies	\$15.12
12587184	6080	NEYDA CASTRO Allowance/Mileage	\$130.70
12587185	6957	SARA CRISP Travel & Conf/Mileage	\$271.58
12587186	4486	GABRIEL DE LEON Allowance	\$183.89
12587187	5169	DIVISADERO MIDDLE SCHOOL Entry Fees	\$300.00
12587188	7235	EDUCATIONAL RESOURCE SERVICES Travel & Conf	\$762.00
12587189	2213	NORBERTO ESPINDOLA Allowance	\$99.79
12587190	3127	RAMIRO FLORES Luncheon	\$259.13
12587191	6862	CRYSTAL FOSTER Allowance	\$200.00
12587192	4910	ANDREA GARCIA Allowance	\$180.00
12587193	1393	GAS COMPANY Gas	\$231.28
12587194	5323	NATIVIDAD GEORGE Supplies	\$64.50
12587195	4300	LESLIE GRIFFITH Allowance	\$200.00
12587196	3528	LINDSAY HASTINGS Luncheon/Rewards	\$136.94
12587197	6397	KATIE HEUGLY Allowance	\$100.58
12587198	5882	LINDSAY HOWELL Allowance	\$87.64
12587199	7145	JEFF PAINTING Repairs	\$3,841.00
12587200	2062	JOHN'S INCREDIBLE PIZZA Field Trip	\$1,284.89
12587201	5862	AARON JOHNSTON Other Services	\$21.00
12587202	3719	FLORITA MAGALLON Supplies	\$6.49
12587203	2243	MATSON ALARM Alarm Services	\$285.00
12587204	5688	MIRANDA MENDOZA-ROBINSON Luncheon	\$12.86
12587205	2649	PEGGY NOBLE Allowance	\$200.00
12587206	1058	OFFICE DEPOT Office Supplies	\$265.68
12587207	4088	ESTHER PHELPS Supplies/Luncheon	\$635.35
12587208	1188	QUILL LLC Warehouse	\$876.70
12587209	5904	CRUZ SANCHEZ-LEAL Travel & Conf/Mileage	\$231.84
12587210	3073	NINA SCHAFFER Allowance	\$99.95
12587211	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$50,534.84
12587212	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,591.50
12587213	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$14,165.02
12587214	4673	JAMIE SUMNERS Allowance	\$106.16
12587215	1558	VERIZON WIRELESS Telephone	\$784.39

**Warrant Register For Warrants
Dated 08/31/2018**

Warrant Number	Vendor Number	Vendor Name	Amount
12587216	5905	KATELYN WARNER Travel & Conf/Mileage	\$271.58
12587217	1612	MICHELLE E. WHITE Supplies	\$64.56
12587218	2857	MARLA YADON Luncheon	\$250.00
12587219	2822	GRISELDA YRIGOLLEN Allowance	\$200.00
Total Amount of All Warrants:			\$96,647.20

Credit Card Register For Payments
Dated 08/31/2018

Document Number	Vendor Number	Vendor Name	Amount
14023834	82	ASCD Software License	\$11,500.00
14023835	2297	FRESNO ROOFING CO. INC. Buildings & Improvements	\$33,707.80
14023836	652	HANFORD SENTINEL Other Services	\$1,147.40
Total Amount of All Credit Card Payments:			\$46,355.20

Warrant Register For Warrants

Dated 09/07/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12587641	6431	AMAZON.COM Warehouse/Inst'l Matl's	\$5,553.81
12587642	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$591.87
12587643	7074	DEBORAH ARNOLD Mileage	\$137.34
12587644	3067	KAREN BELT Allowance	\$153.08
12587645	150	BLINDS ETC. Repairs	\$3,706.56
12587646	3178	ERIN BOLING Allowance	\$193.52
12587647	3178	ERIN BOLING Prepaid Meals	\$91.05
12587648	7040	CA ALLIANCE FOR JAZZ Entry Fee	\$195.00
12587649	7234	CA ASSOCIATION OF SCHOOL COUNSELORS Travel & Conf	\$2,495.00
12587650	4918	CALIFORNIA COMMISSION ON TEACHER Travel & Conf	\$100.00
12587651	304	NICK CHAMPI ENTERPRISES INC. Repairs	\$5,300.00
12587652	324	CHILDS & COMPANY INC. Maintenance Supplies	\$294.40
12587653	344	CMEA TREASURER CENTRAL SECTION Entry Fee	\$525.00
12587654	6214	CHANTEL COBINE Prepaid Meals	\$102.85
12587655	5936	CHARLES COLE Allowance	\$200.00
12587656	7171	CONN DOORS Repairs	\$9,796.65
12587657	6678	CHRISTOPHER COSTELLO Allowance	\$199.91
12587658	4571	ERICA D'SOUZA Allowance	\$200.00
12587659	405	DASSEL'S PETROLEUM INC. Fuel	\$270.89
12587660	7240	JANICE DELOZA Prepaid Meals	\$14.00
12587661	2505	DEMSEY FILLIGER & ASSOCIATES Other Services	\$750.00
12587662	4815	DIGITECH INTEGRATIONS INC Maintenance Matl's	\$231.53
12587663	7215	DMURR DESIGN Equipment	\$723.43
12587664	6104	SUSANA DOMINGUEZ Prepaid Meals	\$28.10
12587665	1693	E M THARP INC Repairs	\$1,157.91
12587666	4001	JENNIFER FAUNTLEROY Allowance	\$106.16
12587667	6453	FLOWERS BAKING COMPANY Food	\$2,044.20
12587668	1769	FRESNO PRODUCE Food	\$24,144.24
12587669	1393	GAS COMPANY Gas	\$90.08
12587670	5323	NATIVIDAD GEORGE Science Matl's	\$34.22
12587671	591	GOLD STAR FOODS Food	\$30,385.14
12587672	7254	ERIC GONZALES Other Services	\$21.00
12587673	2544	EVA GONZALEZ Mileage	\$239.80
12587674	3253	CORI GRIFFIN Prepaid Meals	\$55.85
12587675	620	GRISWOLD LASALLE COBB DOWD Legal	\$2,329.49
12587676	7241	KARY HERRERA Prepaid Meals	\$41.90
12587677	686	JERI HIGDON Travel & Conf/Mileage	\$41.21
12587678	7175	iREPAIR Repairs	\$1,275.60
12587679	4597	IVS COMPUTER TECHNOLOGY Software License	\$4,450.00
12587680	5703	TERESA JAQUEZ Inst'l Consultant	\$319.20
12587681	5603	MARIA JONES Other Services	\$70.00
12587682	820	SHEILA E KURTZ Supplies	\$52.95
12587683	827	LA TAPATIA TORTILLERIA INC. Food	\$223.74
12587684	7242	GRISELDA LEANOS Prepaid Meals	\$16.70
12587685	2033	ROSEMARY LERMA Allowance	\$165.64
12587686	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$3,367.49
12587687	5312	MCDERMONT VENTURE INC. Field Trip	\$3,490.19
12587688	3424	JACQUELINE MONZON Allowance	\$200.00

Warrant Register For Warrants

Dated 09/07/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12587689	7185	NATIONAL SCHOOL FORMS INC. Inst'l Matl's	\$259.02
12587690	7199	MATT OKUMOTO Mileage	\$406.57
12587691	5111	P & R PAPER SUPPLY COMPANY INC Food	\$3,077.58
12587692	3072	JENNIFER PITKIN Supplies/Luncheon	\$315.79
12587693	5356	JODY PRODOEHL Allowance	\$160.86
12587694	1168	PRODUCERS DAIRY PRODUCTS Food	\$15,385.50
12587695	1082	PROMOTE MARKETING CONCEPTS Equipment/Inst'l Matl's	\$1,704.74
12587696	7243	ARSELIA PUGA Prepaid Meals	\$50.45
12587697	1901	PYRAMID CABINET SYSTEMS INC. Maintenance Matl's	\$25.00
12587698	6747	CARIN RAY Prepaid Meals	\$21.85
12587699	4827	RAYMOND GEDDES & CO. INC. Inst'l Matl's	\$159.12
12587700	7244	BREANNA REGO Prepaid Meals	\$69.50
12587701	1227	RENAISSANCE LEARNING INC. Software Licenses	\$11,410.00
12587702	5597	THE SENTINEL Dues & Memberships	\$345.50
12587703	1356	SILVAS OIL COMPANY INC. Grounds Supplies	\$576.68
12587704	6368	SINCLAIR RESEARCH GROUP Inst'l Consultant	\$7,250.00
12587705	1374	SMART & FINAL STORES (HFD DO) Supplies	\$99.29
12587706	1801	SMART & FINAL STORES (HFD KIT) Food	\$8.56
12587707	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$7,276.37
12587708	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$24,297.57
12587709	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$925.85
12587710	2188	SUPPLYWORKS Custodial Supplies	\$2,177.52
12587711	1444	SYSCO FOODSERVICES OF MODESTO Food	\$31,376.82
12587712	4064	TULARE COUNTY OFFICE OF ED Inst'l Consultant	\$17,625.00
12587713	1506	TWB INSPECTIONS Buildings & Improvements	\$3,450.00
12587714	2653	VALLEY OXYGEN Maintenance/Grounds Supplies	\$279.42
12587715	4494	ROBERTA VASQUEZ Supplies	\$18.18
12587716	1647	VERITIV OPERATING COMPANY Warehouse/Print Shop Supplies	\$10,431.61
12587717	7245	KORTNEY VILLAGRAN Prepaid Meals	\$20.00
12587718	6943	WEST VALLEY SUPPLY Grounds Supplies	\$428.62
12587719	1649	LUPE YADETA Allowance	\$147.24

Total Amount of All Warrants:

\$245,956.91

Credit Card Register For Payments

Dated 09/07/2018

Document Number	Vendor Number	Vendor Name	Amount
14023902	949	AMERICAN INCORPORATED Repairs	\$243.00
14023903	91	AUTOMATED OFFICE SYSTEMS Leases	\$6,796.04
14023904	5835	BORBA AUTO BODY Repairs	\$2,230.47
14023905	4876	BRAIN POP Software Licnese	\$2,395.00
14023906	176	BSN SPORTS Athletic Supplies	\$1,777.91
14023907	5184	DRISKELL'S APPLIANCE Facilities Matl's	\$245.60
14023908	529	FOLLETT SCHOOL SOLUTIONS Books	\$1,194.83
14023909	4271	GOLDEN EAGLE CHARTER INC. Transportation	\$695.00
14023910	652	HANFORD SENTINEL Other Services	\$121.65
14023911	652	HANFORD SENTINEL Other Services	\$329.00
14023912	3653	HEINEMANN PUBLISHING Software License/Books	\$4,116.58
14023913	5690	INDOFF INCORPORATED Equipment	\$1,104.68
14023914	1111	J W PEPPER & SON INC Band Matl's	\$37.27
14023915	1071	ORIENTAL TRADING CO. INC. Inst'l Matl's	\$602.86
14023916	5934	PEARSON - CLINICAL ASSESSMENT Special Ed Matl's	\$1,653.67
14023917	1214	REALLY GOOD STUFF Equipment	\$487.19
14023918	2524	ROCHESTER 100 INC. Allowance	\$129.50
14023919	1316	SCHOLASTIC CLASSROOM MAGAZINES Inst'l Matl's	\$474.38
14023920	1313	SCHOLASTIC TEACHERS STORE Books	\$3,316.24
14023921	1350	SIGN WORKS Office Matl's	\$263.60
14023922	1753	SMILEMAKERS Inst'l Matl's	\$62.49
14023923	1417	STENHOUSE PUBLISHERS Books	\$257.40
14023924	1637	WOODWIND & BRASSWIND Band Supplies	\$2,048.58
Total Amount of All Credit Card Payments:			\$30,582.94

Warrant Register For Warrants

Dated 09/14/2018

Warrant Number	Vendor Number	Vendor Name	Amount
12588147	1690	BATTERY SYSTEMS Transportation/Custodial Supplies	\$2,667.42
12588148	6112	JENNIFER BAYS Mileage	\$22.13
12588149	7259	MARIAH BENITEZ Other Services	\$34.95
12588150	6705	ARLO BRAUN Travel & Conf	\$16.00
12588151	7262	ALISIA BYARS Travel	\$173.00
12588152	5799	MIRANDA CANTU Mileage	\$22.18
12588153	1833	CASH Dues & Memberships	\$839.00
12588154	3465	CATHERINE A CASTANEDA Allowance	\$56.65
12588155	1667	CDW GOVERNMENT INC. IT Matl's	\$250.38
12588156	405	DASSEL'S PETROLEUM INC. Fuel	\$7,961.01
12588157	5853	RITA DIAZ Travel & Conf	\$16.00
12588158	1393	GAS COMPANY Gas	\$750.88
12588159	6963	GONZALEZ ARCHITECTS Buildings & Improvemtns	\$25,639.00
12588160	5541	JOANN GRAHAM Mileage	\$84.97
12588161	3656	HANFORD AUTO & TRUCK PARTS Transportation Supplies	\$694.78
12588162	632	CITY OF HANFORD Water/Sewer	\$36,389.46
12588163	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$587.31
12588164	3470	CAROLYN L HUDGINS Mileage	\$22.18
12588165	1783	KELLER MOTORS Transportation Supplies	\$21.44
12588166	3962	KINGS COUNTY GLASS Repairs	\$513.88
12588167	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$276.69
12588168	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$367.66
12588169	808	KINGS WASTE & RECYCLING Garbage	\$46.40
12588170	5363	BETHANEY KUENNING Allowance	\$85.48
12588171	986	LAWNMOWER MAN Grounds Services	\$408.45
12588172	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$260.33
12588173	7256	EMILY LERMA Other Services	\$30.00
12588174	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$24,937.34
12588175	6617	LESLIE MARAIN Travel & Conf	\$16.00
12588176	3976	MARRIOTT – RIVERSIDE Travel & Conf	\$1,793.88
12588177	994	MOBILE MODULAR MGMT. CORP. Leases	\$11,400.00
12588178	6791	BOA MOUA Travel & Conf	\$16.00
12588179	7258	TOMMY NIX Other Services	\$14.00
12588180	1058	OFFICE DEPOT Warehouse	\$80.12
12588181	6257	ORCHARD SUPPLY HARDWARE Custodian/Transportation/Grounds	\$3,138.55
12588182	3484	DIANA M. SILVA Allowance	\$124.11
12588183	1367	SISC III Health & Welfare	\$561,920.25
12588184	7257	MA CARMEN SOLORIO Other Services	\$21.00
12588185	3800	SONITROL OF FRESNO Leases	\$5,390.00
12588186	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$53,171.99
12588187	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$8,798.57
12588188	1466	TERMINIX INTERNATIONAL Pest Control	\$397.00
12588189	1506	TWB INSPECTIONS Buildings & Improvements	\$1,875.00
12588190	1521	UNITED REFRIGERATION INC. Equipment/Maintenance Supplies	\$7,385.67
12588191	7149	VALLEY ELEVATOR Other Services	\$700.00
12588192	1647	VERITIV OPERATING COMPANY Warehouse	\$189.41
12588193	1591	WENGER CORPORATION Facilities Matl's	\$8,309.78
12588194	7229	LEANN WILLIAMSON Mileage	\$20.82

Total Amount of All Warrants:

\$767,937.12_{17/109}

Credit Card Register For Payments
Dated 09/14/2018

Document Number	Vendor Number	Vendor Name	Amount
14023968	2	A-Z BUS SALES INC Transportation Supplies	\$3,355.99
14023969	273	CASBO Travel & Conf	\$100.00
14023970	415	DELRAY TIRE & RETREADING INC. Repairs	\$860.98
14023971	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$116.01
14023972	1802	MEDALLION SUPPLY Maintenance Supplies	\$1,379.85
14023973	1002	MORGAN & SLATES INC. Maintenance/Grounds Supplies	\$442.59
14023974	4485	SHELCO INDUSTRIES Facilities Matl's	\$4,800.00
14023975	3131	SHERWIN-WILLIAMS CO Maintenance Matl's	\$1,354.25

Total Amount of All Credit Card Payments:**\$12,409.67**

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 12, 2018

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 12, 2018 at District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order Vice-President Revious called the meeting to order at 5:30 p.m. Trustee Garcia, Hernandez and Strickland were present. Trustee Garner walked in a few minutes later.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Doug Carlton, Debra Colvard, Kenny Eggert, David Endo, Javier Espindola, Ramiro Flores, David Goldsmith, Lucy Gomez, Lindsay Hastings, Rick Johnston, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, and Jay Strickland.

Public Comments None

Board and Staff Comments Superintendent Joy Gabler, shared a PowerPoint presentation of HESD highlights:

- The Kings County Grand Jury visited our District Kitchen at the end of last school year. A letter was provided to Annaliese Roa thanking her for the visit. A section from the letter was read: "The 2017-18 Kings County Grand Jury was most impressed with the overall operation of the department. The cleanliness was unquestionable."
- READY lead Jennifer Bays from Roosevelt, Carolyn Hudgins from Monroe and Ashley Welch from Jefferson were given the opportunity to apply to be a part of the School Leadership and Facilitation Skills Cohort. Jennifer Bays was selected to participate and was asked to speak at the National Conference.
- Shout-out to Jefferson Charter teachers who received over \$40,000.00 in grant funds from CTA. Deborah Arnold relieved \$17,507.00 for Bilingual Science Olympiad, Josie Bustos-Pelayo received \$3,661.00 for Si Se Puede! Book Club and Juan Padilla received \$19,563.00 for portable science labs. Eric Hines, president of CTA, will be visiting the classrooms at Jefferson on September 20th.
- Joe Cooley, Program Manager for Transportation and Cheryl Lovett, Transportation Dispatcher had the bus drivers and the information on the routes at all of the Back-to-school Nights. Allowing the parents to meet the drivers. Two of our bus drivers have daughters that attend our schools. They think it's really cool their moms are their bus drivers. Pictures of Maricia with her daughter Aubrey and Melissa with her daughter Savanna were shared.
- Josue Avalos Pina, was a hero at the end of the year. As he was moving between sites, he spotted a toddler running cross 10th Avenue. He stopped and called Gerry Mulligan because no parent was around. Gerry and Jay Strickland went over and called the Hanford Police Department. They didn't leave the child's side until authorities arrived and they could hand her over.
- JaVyne Roddy, a 4th grade student at Lincoln, was clipped all the way up and off the classroom behavior chart for good behavior. He earned a lunch of his choice with Principal Pitkin in her office. He is working towards student of the month. Mrs. Pitkin added they are very proud of all the work he is putting.

**Requests to
Address the
Board**

None

**Dates to
Remember**

President Garner reviewed dates to remember: 4-6 Fall Round Robin #1 at Richmond and JFK on September 22nd; Board Meeting on September 26th.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "e" together. Trustee Strickland 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 "e". 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 17, 2018 and August 24, 2018.
- b) Minutes of Regular Board Meeting held on August 22, 2018.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,300.00 from Tree Fresno and PG&E.
- e) Donation of school supplies from Hanford Les Schwab.

INFORMATION ITEMS

**Annual Summer
Projects**

Gerry Mulligan, Director of Facilities and Operations, presented for information a PowerPoint presentation with photos of projects completed by Maintenance, Grounds & Operation Department over the summer.

PERSONNEL

Trustee Strickland made a motion to take Personnel items "a" through "e" together. Trustee Hernandez seconded; motion carried 5-0:

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

Trustee Strickland then made a motion to approve Personnel items "a" through "e". Trustee Hernandez seconded; the motion carried 5-0:

Garcia – Yes
Garner – Yes

Hernandez – Yes
Revious – Yes
Strickland – Yes

***Item "a" –
Employment***

The following items were approved:

Classified

- Edward Bielik, Educational Interpreter – 6.5 hrs., Hamilton, effective 8/27/18
- Jazeray Long, Food Service Worker II – 2.5 hrs., Wilson, effective 8/13/18

Temporary Employees/Substitutes

- Edward Bielik, Substitute Educational Interpreter, effective 8/13/18
- Marlyn Chang, Substitute Bilingual Licensed Vocational Nurse, effective 8/29/18; Short-term Bilingual Licensed Vocational Nurse – 6.0 hrs., Jefferson, effective 8/29/18 to 12/21/18
- Tia Cooper, Substitute Yard Supervisor, effective 8/14/18; Short-term Yard Supervisor – 1.75 hrs., Wilson, effective 8/14/18 to 10/19/18
- Desiree Davis, 4-6 Girls Softball Coach, Monroe, effective 8/27/18 to 10/18/18
- Araceli De Lira, Substitute READY Program Tutor, effective 8/23/18
- Donna Duran, Substitute Alternative Education Program Aide, Food Service Worker I/II and Yard Supervisor, effective 8/14/18; Short-term Yard Supervisor – 1.0 hr., King, effective 8/15/18 to 10/19/18
- Javantae Farmah, Short-term Yard Supervisor – 1.0 hr., (M, F), Washington, effective 8/31/18 to 6/3/19
- Xavier Garcia, Substitute Yard Supervisor, effective 8/15/18
- Joseph Hernandez, Jr. High Drum Coach, Kennedy/Wilson, effective 8/21/18 to 6/6/19
- Aaron Johnston, 7th Grade Boys Flag Football Coach, Kennedy, effective 8/27/18 to 10/31/18
- Reunite Mims, Substitute Yard Supervisor, effective 8/27/18
- Jennifer Navarro Rodriguez, Short-term Yard Supervisor – 2.5 hrs., Lincoln, effective 8/14/18 to 10/19/18
- Dionicia Parks, Short-term Special Education Aide – 1.75 hrs., Washington, effective 8/14/18 to 8/29/18
- Michael Quinones, Flag Football Coach, Washington, effective 8/28/18 to 10/18/18
- Elvia Romero, Substitute Yard Supervisor, effective 8/15/18
- Coral Self, Substitute Yard Supervisor, effective 8/22/18
- Kathleen Simas, Substitute Clerk Typist II, effective 8/15/18
- Sandra Virden, Short-term Yard Supervisor – 3.5 hrs., Richmond, effective 8/14/18 to 10/31/18
- Melisa Wakefield, Short-term Yard Supervisor – 1.0 hr., (T, Th), Washington, effective 8/30/18 to 6/6/1

***Item "b" –
Resignations***

- Julie Atkinson, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/14/18
- Gabrille Roa, Substitute Clerk Typist II and Food Service Worker I/II, effective 4/6/18 (revised date)
- Cheyenne Sida, Substitute Yard Supervisor, effective 6/5/18
- Jacob Simas, Substitute Custodian II, effective 9/7/17

***Item "c" –
More Hours***

- Angela Corona, Short-term Yard Supervisor, from 1.5 hrs. to 2.0 hrs, Roosevelt, effective 8/14/18 to 10/19/18

***Item "d" –
Certificated
Transfers/Reassi***

Involuntary Transfers

- Anna Moreno, from Hamilton 4th Grade to Washington 5th Grade
- Elizabeth Sasselli, from Lincoln 1st Grade to King 1st Grade
- Christine Luis, from Simas 4th Grade to Simas 6th Grade

Recommendations,

effective 8/27/18 Combination Class Assignments

- Jessica Knodel, from Richmond 2nd Grade to King Kindergarten
- Tracy Ryan, from Hamilton Transitional Kindergarten to Hamilton Transitional Kindergarten/Kindergarten Combination Class
- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class
- Alicia McGovern, from Simas Transitional Kindergarten to Simas Transitional Kindergarten/Kindergarten Combination Class
- Amanda Little, from Washington Transitional Kindergarten to Washington Transitional Kindergarten/Kindergarten Combination Class
-

**Item "e" –
Volunteers**

<u>Name</u>	<u>School</u>
Kathryn Coz	Jefferson
Christina Gonzales (HESD Employee)	Jefferson
Eric Gonzales	Jefferson
Roman Gonzales (HESD Employee)	Jefferson
Claudia Guzman	Jefferson
Sylvia Pelaiz (HESD Employee)	Jefferson
Keisha Reaves	Jefferson
Raelene Speight	Jefferson
Claudia Vega Valtierra (HESD Employee)	Jefferson
Waverly Snow	King
Josalynn Valdez	King
Stefanie Vieira	King
Candace Cortez	Monroe
Louie Chavez	Monroe
Brigid Glasheen	Monroe
Cheryl Mattos	Monroe
Gricelda Perez	Monroe
Jessica Bueno	Richmond
Genova Cortez	Roosevelt
Victoria Ledesma	Roosevelt
Veronica Leon	Roosevelt
Mary Fall	Simas
Janelle Mello	Simas
Heather Miller (HESD Employee)	Simas
SchaiAnna Mosier	Simas
Robert Villagomez	Simas

FINANCIAL

**Resolution
#4-19**

Trustee Garcia made a motion to adopt Resolution #4-19: Regarding the Accounting of Developer Fees. Trustee Hernandez seconded; motion carried 5-0:

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

**Citizens’
Oversight**

Trustee Strickland made a motion to approve the Citizens’ Oversight Committee. Trustee Garcia seconded; motion carried 5-0:

Committee

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

BOARD POLICIES AND ADMINISTRATION

SARB Agreement Trustee Revious made a motion to approve the SARB Agreement with Kings County Office of Education. Trustee Hernandez seconded; motion carried 5-0:

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

CTL-SEE's Proposal

Trustee Garcia made a motion to approve CTL-SEE's proposal to provide quality control testing for the Jefferson Charter new Administration and Library building project. Trustee Hernandez seconded; motion carried 5-0:

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

Parent Institute for Quality Education

Trustee Strickland made a motion to approve the consultant contract with Parent Institute for Quality Education for nine parent training sessions for parents of English learners in grades 7th and 8th. Trustee Garcia seconded; motion carried 5-0:

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

Public Hearing

At 6:00 p.m. President Garner opened the Public Hearing: Instructional Materials Funding Realignment Program. Hanford Elementary School District has sufficient textbooks and instructional materials.

Jill Rubalcava, Assistant Superintendent of Curriculum and Instruction, stated this is an annual public hearing related to the sufficiency of instructional material. She attested that all students have sufficient instructional materials. Jill provided the Board a handout with an overview of the core instructional materials along with the ratios for TK through 8th grade.

President Garner called for additional questions from the public, and there being none the public hearing was closed at 6:01 p.m.

Resolution #5-19 Trustee Hernandez made a motion to adopt Resolution #5-19: Sufficiency of Instructional Materials. Trustee Strickland seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes

Revious – Yes
Strickland – Yes

Adjournment There being no further business, President Garner adjourned the meeting at 6:02 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved: _____
Jeff Garner, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-165	A	Lincoln	Lakeside	9/17/2018

No	A/D	Sch Req'd	Home Sch	Date
O-121	A	Lemoore	Kennedy	9/17/2018
O-122	A	Lemoore	Washington	9/17/2018
O-123	A	Pioneer	Wilson	9/17/2018

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/17/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/26/2018

ITEM:

Receive for information monthly financial reports for the period of 07/01/2018-08/31/2018.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2018-08/31/2018.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

Fund: 0100 General Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$10,499,721.68		
REVENUES						
1) LCFF Sources	8010-8099	\$2,034,254.00	\$4,643,159.71	\$56,606,827.00	8.20	91.80
2) Federal Revenues	8100-8299	\$240,205.54	\$246,036.16	\$3,587,176.00	6.86	93.14
3) Other State Revenues	8300-8599	\$2,645.00	\$2,645.00	\$5,769,913.00	0.05	99.95
4) Other Local Revenues	8600-8799	\$81,372.00	\$165,122.44	\$2,633,593.00	6.27	93.73
5) Total, Revenues		\$2,358,476.54	\$5,056,963.31	\$68,597,509.00	7.37	92.63
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,440,828.01	\$2,596,634.63	\$27,871,802.00	9.32	90.68
2) Classified Salaries	2000-2999	\$906,019.74	\$1,405,053.30	\$11,245,470.00	12.49	87.51
3) Employee Benefits	3000-3999	\$859,567.35	\$1,162,738.55	\$17,286,562.00	6.73	93.27
4) Books and Supplies	4000-4999	\$238,407.60	\$404,701.32	\$3,930,728.00	10.30	89.70
5) Services, Oth Oper Exp	5000-5999	\$454,181.21	\$997,879.32	\$3,704,587.80	26.94	73.06
6) Capital Outlay	6000-6999	\$116,992.94	\$116,992.94	\$1,399,512.00	8.36	91.64
7) Other Outgo(excl. 7300`s)	7100-7499	\$84,036.00	\$119,654.00	\$1,620,171.00	7.39	92.61
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$347,000.00)	0.00	100.00
9) Total Expenditures		\$5,100,032.85	\$6,803,654.06	\$66,711,832.80	10.20	89.80
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$100,000.00	\$100,000.00	\$1,261,500.00	7.93	92.07
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		(\$100,000.00)	(\$100,000.00)	(\$1,261,500.00)	7.93	92.07
NET INCREASE (DECREASE) IN FUND BALANCE		(\$2,841,556.31)	(\$1,846,690.75)	\$624,176.20		
ENDING FUND BALANCE			(\$1,846,690.75)	\$11,123,897.88		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

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Fund: 0900 Charter Schools Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$306,429.49		
REVENUES						
1) LCFF Sources	8010-8099	\$181,813.00	\$363,626.00	\$4,164,872.00	8.73	91.27
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$320,167.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$12,851.00	0.00	100.00
5) Total, Revenues		\$181,813.00	\$363,626.00	\$4,497,890.00	8.08	91.92
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$154,509.99	\$154,509.99	\$1,733,598.00	8.91	91.09
3) Employee Benefits	3000-3999	\$30,547.47	\$30,547.47	\$770,244.00	3.97	96.03
4) Books and Supplies	4000-4999	\$4,065.03	\$9,152.10	\$80,413.00	11.38	88.62
5) Services, Oth Oper Exp	5000-5999	\$11,395.44	\$32,496.94	\$1,427,749.80	2.28	97.72
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$5,010.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$190,000.00	0.00	100.00
9) Total Expenditures		\$200,517.93	\$226,706.50	\$4,207,014.80	5.39	94.61
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$94,800.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$94,800.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$18,704.93)	\$136,919.50	\$196,075.20		
ENDING FUND BALANCE			\$136,919.50	\$502,504.69		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 1300 Cafeteria Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$1,403,618.23		
REVENUES						
2) Federal Revenues	8100-8299	\$4,525.65	\$4,525.65	\$3,183,500.00	0.14	99.86
3) Other State Revenues	8300-8599	\$316.13	\$316.13	\$227,671.00	0.14	99.86
4) Other Local Revenues	8600-8799	\$2,368.20	\$2,368.20	\$144,872.00	1.63	98.37
5) Total, Revenues		\$7,209.98	\$7,209.98	\$3,556,043.00	0.20	99.80
EXPENDITURES						
2) Classified Salaries	2000-2999	\$101,609.62	\$134,214.12	\$1,131,460.00	11.86	88.14
3) Employee Benefits	3000-3999	\$24,100.44	\$36,034.87	\$423,458.00	8.51	91.49
4) Books and Supplies	4000-4999	\$49,399.09	\$50,563.35	\$1,798,154.00	2.81	97.19
5) Services, Oth Oper Exp	5000-5999	\$1,965.85	\$2,707.99	(\$14,376.00)	(18.84)	118.84
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$156,000.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$157,000.00	0.00	100.00
9) Total Expenditures		\$177,075.00	\$223,520.33	\$3,651,696.00	6.12	93.88
NET INCREASE (DECREASE) IN FUND BALANCE		(\$169,865.02)	(\$216,310.35)	(\$95,653.00)		
ENDING FUND BALANCE			(\$216,310.35)	\$1,307,965.23		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 1400 Deferred Maintenance Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$2,810.06		
REVENUES						
1) LCFF Sources	8010-8099	\$300,000.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$2,000.00	0.00	100.00
5) Total, Revenues		\$300,000.00	\$300,000.00	\$302,000.00	99.34	0.66
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$109,874.75	\$109,874.75	\$304,810.06	36.05	63.95
9) Total Expenditures		\$109,874.75	\$109,874.75	\$304,810.06	36.05	63.95
NET INCREASE (DECREASE) IN FUND BALANCE		\$190,125.25	\$190,125.25	(\$2,810.06)		
ENDING FUND BALANCE			\$190,125.25	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 1500 Pupil Transportation Equip

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$148,907.97		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$725.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$725.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$100,000.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$100,000.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$100,000.00	\$100,000.00	\$100,725.00		
ENDING FUND BALANCE			\$100,000.00	\$249,632.97		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$3,445,412.96		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$45,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$45,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$1,256,300.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$1,256,300.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$1,301,300.00		
ENDING FUND BALANCE			\$0.00	\$4,746,712.96		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

Fund: 2100 Building Fund-Local

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$2,798,878.55		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$49,187.61	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$49,187.61	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$239,971.65	\$240,369.18	\$2,328,408.00	10.32	89.68
9) Total Expenditures		\$239,971.65	\$240,369.18	\$2,328,408.00	10.32	89.68
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$128,189.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$128,189.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>(\$239,971.65)</u>	<u>(\$240,369.18)</u>	<u>(\$2,407,409.39)</u>		
ENDING FUND BALANCE						
			<u>(\$240,369.18)</u>	<u>\$391,469.16</u>		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 2500 CapitalFacilities Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$198,157.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$70,258.55	\$70,258.55	\$265,000.00	26.51	73.49
5) Total, Revenues		\$70,258.55	\$70,258.55	\$265,000.00	26.51	73.49
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$55,344.00	\$128,640.00	\$165,000.00	77.96	22.04
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$55,344.00	\$128,640.00	\$165,000.00	77.96	22.04
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$14,914.55	(\$58,381.45)	\$100,000.00		
ENDING FUND BALANCE			(\$58,381.45)	\$298,157.44		

13 Hanford Elementary School District
 Fiscal Year: 2019
 Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 3500 SCHOOL FACILITY PROGRAM

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$4,000.00		
REVENUES						
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$226,857.82	\$226,857.82	\$642,793.00	35.29	64.71
9) Total Expenditures		\$226,857.82	\$226,857.82	\$642,793.00	35.29	64.71
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$638,793.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$638,793.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$226,857.82)	(\$226,857.82)	(\$4,000.00)		
ENDING FUND BALANCE			(\$226,857.82)	\$0.00		

13 Hanford Elementary School District

Fiscal Year: 2019

Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 4000 Special Reserve - Capital Outlay

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$3,715,345.47		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$15,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$15,000.00	0.00	100.00
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$416.25	\$416.25	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$53,730.78	\$59,378.34	\$0.00	0.00	100.00
9) Total Expenditures		\$54,147.03	\$59,794.59	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$2,621,554.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$2,621,554.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$54,147.03)	(\$59,794.59)	(\$2,606,554.00)		
ENDING FUND BALANCE			(\$59,794.59)	\$1,108,791.47		

13 Hanford Elementary School District

Fiscal Year: 2019

Requested by dendo

Fiscal Position Report

August 2018

9/4/2018 1:47:23PM

Fund: 6720 Self-Insurance/Other

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$483,527.52		
REVENUES						
4) Other Local Revenues	8600-8799	\$3,457.84	\$23,661.46	\$690,000.00	3.43	96.57
5) Total, Revenues		\$3,457.84	\$23,661.46	\$690,000.00	3.43	96.57
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$69,433.29	\$138,482.31	\$656,500.00	21.09	78.91
9) Total Expenditures		\$69,433.29	\$138,482.31	\$656,500.00	21.09	78.91
NET INCREASE (DECREASE) IN FUND BALANCE		(\$65,975.45)	(\$114,820.85)	\$33,500.00		
ENDING FUND BALANCE			(\$114,820.85)	\$517,027.52		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Mark Smith, Bond Oversight Committee Chairperson

DATE: 09/17/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Action
☒ Information

Date you wish to have your item considered: 09/26/2018

ITEM:

Receive the Independent Citizen's Bond Oversight Committee annual report for information.

PURPOSE:

The Independent Citizens' Bond Oversight Committee is submitting the attached annual report for information consistent with the committee's bylaws.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

This item is for information.



Hanford Elementary School District

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

Annual Report

09/13/2018

The Independent Citizens' Oversight Committee received information on the following topics:

- Role and bylaws of the Independent Citizens' Oversight Committee
- District's bond rating and sale of bonds
- Reviewed bond projects and expenditures
 - Monroe Elementary School Administration/Library Building
 - Martin Luther King Jr. Elementary School Classroom Wing
 - Community Day School Reconfiguration
 - Jefferson Charter Academy Administration/Library Building
 - Lincoln Elementary School Classroom Wing
- Inspected the Monroe Elementary School Administration/Library Building

The Independent Citizens' Oversight Committee approved the following items:

- Measure U Financial and Performance Audit
- The District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution as follows:
 - Bond proceeds were only used for construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.
 - The specific school facilities projects to be funded and certification that the school district board has evaluated safety, class size reduction, and information technology needs in developing that list.
 - The school district board conducted an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.
 - The school district board conducted 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.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 4, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Hear for Information: Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards

PURPOSE: The California School Dashboard consists of both State Indicators and Local Indicators. State indicators are those which are calculated by the California Department of Education and include test scores, suspension rates, chronic absenteeism etc. Local indicators consist of information and analysis that school districts collect and share with stakeholder groups. The California Department of Education provides districts with Self-Reflection/Analysis tools to aid in analysis and presentation of information for the Local Indicators. Local Indicators contain information pertaining basic services, implementation of the State Academic Standards, parent engagement, and school climate.

Fiscal Impact:

Providing information on the California School Dashboard Local Indicators is a requirement of receiving funding under the Local Control Funding Formula (LCFF).

RECOMMENDATION: Receive for Information

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 4, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Hear for Information: Self-Reflection Tool (State Priority 2) Implementation of State Academic Standards (Jefferson)

PURPOSE: The California School Dashboard consists of both State Indicators and Local Indicators. State indicators are those which are calculated by the California Department of Education and include test scores, suspension rates, chronic absenteeism etc. Local indicators consist of information and analysis that school districts collect and share with stakeholder groups. The California Department of Education provides districts with Self-Reflection/Analysis tools to aid in analysis and presentation of information for the Local Indicators. Local Indicators contain information pertaining basic services, implementation of the State Academic Standards, parent engagement, and school climate.

Fiscal Impact:

Providing information on the California School Dashboard Local Indicators is a requirement of receiving funding under the Local Control Funding Formula (LCFF).

RECOMMENDATION: Receive for Information

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 4, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Hear for Information: Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study

PURPOSE: The California School Dashboard consists of both State Indicators and Local Indicators. State indicators are those which are calculated by the California Department of Education and include test scores, suspension rates, chronic absenteeism etc. Local indicators consist of information and analysis that school districts collect and share with stakeholder groups. The California Department of Education provides districts with Self-Reflection/Analysis tools to aid in analysis and presentation of information for the Local Indicators. Local Indicators contain information pertaining basic services, implementation of the State Academic Standards, parent engagement, and school climate.

Fiscal Impact:

Providing information on the California School Dashboard Local Indicators is a requirement of receiving funding under the Local Control Funding Formula (LCFF).

RECOMMENDATION: Receive for Information

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 4, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Hear for Information: Self-Reflection Tool (State Priority 7) Access to a Broad Course of Study (Jefferson)

PURPOSE: The California School Dashboard consists of both State Indicators and Local Indicators. State indicators are those which are calculated by the California Department of Education and include test scores, suspension rates, chronic absenteeism etc. Local indicators consist of information and analysis that school districts collect and share with stakeholder groups. The California Department of Education provides districts with Self-Reflection/Analysis tools to aid in analysis and presentation of information for the Local Indicators. Local Indicators contain information pertaining basic services, implementation of the State Academic Standards, parent engagement, and school climate.

Fiscal Impact:

Providing information on the California School Dashboard Local Indicators is a requirement of receiving funding under the Local Control Funding Formula (LCFF).

RECOMMENDATION: Receive for Information

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/26/2018

ITEM:

Receive the following Administrative Regulation for information:
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:

Consider adoption of the following Administrative Regulation at the next board meeting:
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
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 4, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Hear for Information: Revisions to BP 0410 Nondiscrimination in District Programs and Activities

PURPOSE: Policy updated to reflect **NEW LAW (AB 699)** which (1) adds immigration status to the categories of characteristics that are protected against discrimination, (2) requires parent/guardian notification of their child's right to a free public education regardless of immigration status or religious beliefs, and (3) mandates that districts adopt policy consistent with a model policy developed by the California Attorney General, which includes a statement regarding equitable services. Policy also reflects provisions of the Attorney General's model policy and **NEW LAW (SB 31)** which prohibit districts from compiling or assisting in the compilation of a registry based on immigration status, religion, or other specified characteristics.

Fiscal Impact:
None

RECOMMENDATION: Receive for Information

Hanford ESD

Board Policy

Nondiscrimination In District Programs And Activities

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

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

(cf. 1240 - Volunteer Assistance)
 (cf. 4030 - Nondiscrimination in Employment)
 (cf. 4032 - Reasonable Accommodation)
 (cf. 4033 - Lactation Accommodation)
 (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
 (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
 (cf. 5131.2 - Bullying)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)
 (cf. 5145.9 - Hate-Motivated Behavior)
 (cf. 5146 - Married/Pregnant/Parenting Students)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6145.2 - Athletic Competition)
 (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
 (cf. 6164.6 - Identification and Education Under Section 504)
 (cf. 6178 - Career Technical Education)
 (cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall ~~also~~ be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

~~The Annually, the~~ Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbook~~each announcement, bulletin, catalog, handbook,~~ application ~~forms~~form, or other materials distributed by the district. The to these groups and, as applicable, to the public. As appropriate, such notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
 (cf. 5145.6 - Parental Notifications)

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's

students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, ~~notetakers~~~~note-takers~~, written materials, taped text, and Braille or large--print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state ~~and~~ federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent of Special Services
714 North White Street
559-585-3600

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48980 Parental notifications

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

~~11138 Rules and regulations~~

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-~~4670~~4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

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

2301-~~2414~~2415 Carl D. Perkins ~~Career-Vocational~~ and ~~Technical Education Applied-Technology~~ Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

~~Promoting~~Providing a Safe and Secure Learning, ~~Nondiscriminatory School~~ Environment for All: Guidance and Model Policies to Assist California's K-12~~Transgender and Gender-Nonconforming Students, Policy Brief, February 2014~~

~~Safe Schools in Responding to Immigration Issues, April 2018:—Strategies for Governing Boards to Ensure Student Success, 2011~~

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter, May 26, 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

~~Notice of Non-Discrimination, January 1999~~

~~Protecting Students from Harassment and Hate Crime, January 1999~~

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 29, 1994 Hanford, California

revised: September 19, 2001

revised: June 15, 2006

revised: September 10, 2014

revised: December 12, 2017

revised: September 12, 2018

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Receive the following revised Board Policy for information.

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: Consider for adoption at next regular board meeting.

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: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Delete the following 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: Consider for deletion at next regular board meeting.

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: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Receive the following revised Board Policy for information.

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: Consider for adoption at next regular board meeting.

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: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Receive the following new Administrative Regulation for information.

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: Consider for adoption at next regular board meeting.

NEW ADMINISTRATIVE REGULATION

All Personnel

AR 4157.2(a)

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: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

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

PURPOSE: The following policy is 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: Consider for adoption at next regular board meeting.

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 C. Gabler

FROM: Jaime Martinez

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Receive the following revised Administrative Regulation for information.

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: Consider for adoption at next regular board meeting.

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

AGENDA REQUEST FORM

TO: Joy C. Gabler, Superintendent

FROM: Cruz Sanchez-Leal, Principal 

DATE: August 10, 2018

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

Date you wish to have your item considered: September 26, 2018

ITEM: Contract with Tulare County Office of Education**PURPOSE: To improve teachers' ability to implement lessons and ask students probing questions in the area of English Language Arts.****FISCAL IMPACT: \$7050****RECOMMENDATIONS: Approve**

WORK PLAN (CISC REGION 7) (Not Tulare County)

JULY 1, 2018 - JUNE 30, 2019

INITIAL OR REVISION DATE: 8/3/18**TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES**DISTRICT / SCHOOL: Martin Luther King School, Hanford ESDTCOE CONSULTANT(S): Gay AtmajianCONTACT: Dr. Cruz Sanchez-LealCONTENT AREA: Literacy HSS-ELACONTACT EMAIL: csanchez@hanfordesd.org

Please EMAIL or fax (559) 651-0516 the signed Work Plan to:
Eloise Martinez, eloise.martinez@tcoe.org

CONTACT MOBILE #: _____

2018-19 PROFESSIONAL LEARNING GOALS

- 1) *Improve teachers' question design in close reading*
- 2) *T-designed close reading lessons tied to standards & claims*

#	DATE(S)	CONSULTANT ACTIVITY	DISTRICT RESPONSIBILITY	CONSULTING DAY(S)	PREP & FOLLOW-UP DAY(S)	SUBTOTAL DAY (S)
1	11/5/18	Grades 5 & 6 - pre-lesson meet, team analysis of lesson design, questioning, ties to standards & claims; facilitate team lesson revision, as necessary; observe and coach lesson delivery, providing real-time feedback; facilitate team lesson debrief; prep: consultant review of grade level next steps, grade level standards; SBAC claims	Schedule teachers and subs	1.00	0.20	1.20
2	12/10/18	Grades 3 & 4 - pre-lesson meet, team analysis of lesson design, questioning, ties to standards & claims; facilitate team lesson revision, as necessary; observe and coach lesson delivery, providing real-time feedback; facilitate team lesson debrief; prep: consultant review of grade level next steps, grade level standards; SBAC claims	Schedule teachers and subs	1.00	0.20	1.20
3	1/17/19	Grades 1 & 2 - pre-lesson meet, team analysis of lesson design, questioning, ties to standards & claims; facilitate team lesson revision, as necessary; observe and coach lesson delivery, providing real-time feedback; facilitate team lesson debrief; prep: consultant review of grade level next steps, grade level standards; SBAC claims	Schedule teachers and subs	1.00	0.20	1.20
4	3/4/19	Grades 5 & 6 - pre-lesson meet, team analysis of lesson design, questioning, ties to standards & claims; facilitate team lesson revision, as necessary; observe and coach lesson delivery, providing real-time feedback; facilitate team lesson debrief; prep: consultant review of grade level next steps, grade level standards; SBAC claims	Schedule teachers and subs	1.00	0.20	1.20
5	3/19/19	Grades 3 & 4 - pre-lesson meet, team analysis of lesson design, questioning, ties to standards & claims; facilitate team lesson revision, as necessary; observe and coach lesson delivery, providing real-time feedback; facilitate team lesson debrief; prep: consultant review of grade level next steps, grade level standards; SBAC claims	Schedule teachers and subs	1.00	0.20	1.20
6			Schedule teachers and subs			0.00
7			Schedule teachers and subs			0.00
8			Schedule teachers and subs			0.00

WORK PLAN (CISC REGION 7) (Not Tulare County)

JULY 1, 2018 - JUNE 30, 2019

INITIAL OR REVISION DATE: 8/3/18**TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES**DISTRICT / SCHOOL: **Martin Luther King School, Hanford ESD**TCOE CONSULTANT(S): **Gay Atmajian**

9		Schedule teachers and subs			0.00
10		Schedule teachers and subs			0.00
11		Schedule teachers and subs			0.00
12		Schedule teachers and subs			0.00
13		Schedule teachers and subs			0.00
14		Schedule teachers and subs			0.00
15		Schedule teachers and subs			0.00
16		Schedule teachers and subs			0.00
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TOTAL DAYS **6.00**

CISC REGION 7 RATE \$ 1,175

GRAND TOTAL \$ 7,050.00

DISTRICT / SCHOOL SIGNATURE _____

DATE _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

ITEM: Consider declaring obsolete, History Social Science Materials from the 2005 Adoption**PURPOSE:** The History Social Science Materials from 2005 have been replaced with the SBE approved materials from the current 2018 adoption. The newly adopted materials are aligned with state standards and the new HSS Framework.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: September 14, 2018

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

Date you wish to have your item considered: September 26, 2018

ITEM: Consultant Contract with Sharon Ramseier-Williams for custom Parent-Kinder Bi-Literacy Workshops (Spanish & English)**PURPOSE:** The focus of these monthly bi-literacy workshops is to provide parents of Kinder English Learners with strategies to support literacy in the child's primary language (Spanish). Participation in our district Kinder Counts Academy will empower parents to be active participants in their child's language development, both in English and Spanish.**FISCAL IMPACT:** \$6,253**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on September 27, 20 18, between the Hanford Elementary School District and Sharon Ramseier-Williams (Consultant).

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

Provide bi-literacy workshops to parents of Kinder English Learners from all HESD elementary school sites on a weekly basis (2 per month/total of 12), as well as six planning sessions with HESD staff.

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

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

The Hanford Elementary School District agrees to pay Sharon Ramseier-Williams the sum of Six Thousand Two Hundred Fifty-Three Dollars (\$ 6,253) for such services.

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

Principal/Department Head Signature

Other Authorizing Signature

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

Board Approved: _____

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

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

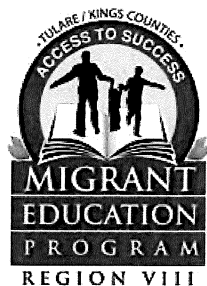
Date you wish to have your item considered: September 26, 2018

ITEM: Request approval of Memorandum of Understanding to continue to work with Tulare County Office of Education/Migrant Program Region VIII as a Model B district.

PURPOSE: Approval of this Memorandum of Understanding would allow the Migrant Education Program, Region VIII to directly receive Migrant funds and as the Lead Agency, TCOE would coordinate and collaborate with our district to provide supplemental educational services for Migrant families and students residing in our district.

FISCAL IMPACT: HESD will bill Migrant Program Region VIII for any applicable costs (facilities, transportation, food services, nursing services).

RECOMMENDATIONS: Approve



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

The School District(s) in Migrant Region VIII that selected Model B, hereinafter referred to as “Model B District”, and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the “Migrant Education Program”, hereby concur that this Agreement shall be in effect as soon as it is ratified by both parties. This Agreement is for the period of July 1, 2018 to June 30, 2019, inclusive, and shall be effective July 1, 2018.

PURPOSE:

To unify and coordinate **supplemental educational services** and resources for Migrant families and their children residing within the boundaries of participating district(s).

The services to be rendered and the terms and conditions of this Agreement are as follows:

The Migrant Education Program, Region VIII, as Lead Agency, will:

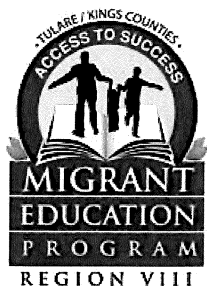
1. Implement all required mandated Migrant components in collaboration with the District contact person or designee assigned to work with the Region.

Mandated components of the Migrant Program:

- Provide Measureable Educational Instruction to Students.
 - Provide a Migrant Education School Readiness Program (MESRP).
 - Facilitation of Parent Advisory Councils will be administered through the Regional Advisory Committee.
 - Provide Opportunities for Parent Involvement.
 - Conduct Identification and Recruitment of Migrant Families.
 - Identify and serve Out-of-School Youth.
 - Provide Summer School services.
 - Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
 - Region VIII will hire highly qualified teachers/paraprofessionals to provide measureable educational instruction to students.
 - The District is not required to complete a DSA and the Program Evaluation.
 - The District School Plan will be discussed by Area Administrators with contact or designee personnel.
2. Migrant funds are designated to direct measureable instructional services for Migrant students. Direct services are defined as:
 - Services provided directly to the student.

**Tulare County
Office of Education**

Jim Vidak, County Superintendent of Schools



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

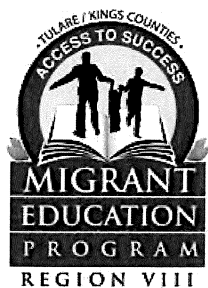
- Services that answer the question: “How does the service directly impact student achievement in Mathematics and English Language Arts?”
 - Services that are measurable and produce data to determine student academic progress.
3. Migrant funds are intended to support the administering and monitoring of the Migrant Education Program.
 4. Certificated teachers/paraprofessionals provide instructional services to Migrant students.
 5. Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
 6. Services are provided before school, after school, or Saturdays and during Summer School (CDE, DSA, Migrant Program is supplemental to the supplementary core programs).
 7. Instructional services shall be relevant and rigorous.
 8. Provide direct supplemental services to Migrant students in the District, after a Needs Assessment has been conducted and after collaborating with the District.
 9. Assist and provide documentation during Migrant Regional FPM reviews.
 10. In coordination with the District, select at least one parent representative to attend a minimum of six Regional Parent Advisory Council (RPAC) trainings at the county level. (The RPAC meets six times per year).

The District, as Participant in the Migrant Education Program Model B, will:

1. Agree to participate in Model B for one fiscal year and shall notify the Migrant Education Program, Region VIII, by the end of February, if the District intends to change from Model B to Model A.
2. Agree that Region VIII will provide all Migrant services.
3. Provide written approval for the Migrant Education Program, Region VIII, to access student-specific academic, benchmark—data for the purposes of research and for developing interventions using data analysis to identify the academic gaps and needs of Migrant students.
4. Provide Migrant students with equal access to educational opportunities and resources that are available to any other district students.
5. Approve use of facilities for Migrant Education activities within the District based on facilities cost and services requested.
6. Support the Region with the Migrant Education Program rules, regulations, and restrictions as described in the official Migrant Education Program Assurances.
7. If a student injury occurs in the Migrant Education Program, the District’s policies and procedures will be followed. The Tulare County Superintendent of Schools’ liability coverage would be primary for liability purposes as to Claims for Damages filed against the Tulare County Superintendent of Schools. Tulare County Superintendent of Schools will not provide any Student Accident coverage.

**Tulare County
Office of Education**

Jim Vidak, County Superintendent of Schools



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

8. Provide attendance data for purposes of identifying Migrant children enrolling and departing from the District.
9. Assist in providing space for migrant staff... (Area Administrators and/or Student Recruiters), based on availability.

Agreed upon by:

District Superintendent: _____
Printed Name

Signature

District: _____

Date: _____

Agreed upon by:

LEA: Tulare County Office of Education

Superintendent _____

Date: _____

Migrant Education Program Administrator: _____
Tony Velásquez

Date: _____

**Tulare County
Office of Education**

Jim Vidak, County Superintendent of Schools

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

ITEM:

Consider approval of agreement with ESP Surveying, Inc., for the Richmond Elementary Modernization project.

PURPOSE:

ESP Surveying, Inc. to provide the District with land surveying services for the modernization of Richmond Elementary which include a project control survey, topographic survey and office compilation to assist the district in preparation of the school's modernization project.

FISCAL IMPACT:

The estimated fee for this agreement is \$11,340.

RECOMMENDATION:

Approve consultant agreement with ESP Surveying, Inc. for the Richmond Elementary Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

ITEM:

Consider approval of agreement with ESP Surveying, Inc., for the Roosevelt Elementary Modernization project.

PURPOSE:

ESP Surveying, Inc. to provide the District with land surveying services for the modernization of Roosevelt Elementary which include a project control survey, topographic survey and office compilation to assist the district in preparation of the school's modernization project.

FISCAL IMPACT:

The estimated fee for this agreement is \$14,700.

RECOMMENDATION:

Approve consultant agreement with ESP Surveying, Inc. for the Roosevelt Elementary Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

ITEM

Consider approval of agreement with Gonzalez Architects for architectural services of the new shade structure for Community Day School.

PURPOSE

Gonzalez Architects to provide the District with architectural services for a new shade structure for the Community Day School outdoor eating area.

FISCAL IMPACT

Architectural costs for this project are estimated to be \$8,000.

RECOMMENDATION

Approve agreement with Gonzalez Architects for architectural services of the new shade structure for Community Day School.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 17, 2018

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

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

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

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler
FROM: David Goldsmith 
DATE: September 17, 2018

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: September 26, 2018

ITEM: MOU between KCOE and HESD for the provision of wireless LTE internet access devices for students

PURPOSE: Hanford Elementary School District will partner with KCOE to provide 350 LTE wireless access devices (MiFi) to be provisioned and deployed to students in need of internet access at home to be used with their district-assigned laptop. The MOU provides for the acquisition and monthly access service of the devices, as well as support and maintenance.

FISCAL IMPACT: \$35,000 one-time for acquisition and setup (\$100 per device) and \$42,546 per year for ongoing service costs (\$10.13 per subscriber per month)

RECOMMENDATION: Approve entering into MOU with KCOE

Memorandum of Understanding
Between
Hanford Elementary School District
And
Kings County Office of Education

This MOU is between the Hanford Elementary School District (HESD) and Kings County Office of Education (KCOE) for additional technology services.

Whereas, KCOE has the information technology system to support each School District, hereinafter referred to as "SYSTEM", and

Whereas, KCOE has the staff and additional network capacity available to offer mobile wireless Internet access for students and staff to Hanford Elementary School District.

Whereas, KCOE and HESD desire to establish a relationship to utilize the System.

NOW THEREFORE BE IT AGREED, by and between KCOE and HESD as follows:

1. KCOE will provide wireless access to the internet in the areas surrounding the telecommunications towers located in the city of Hanford as requested and needed by HESD.
2. KCOE will design the system to support at least 500 LTE connections.
3. KCOE will provide best effort access to the Internet but cannot guarantee specific throughput that a subscriber will receive.
4. KCOE will provide and configure the wireless modems (MiFi) necessary to connect to the system.
5. KCOE will provide and pay for ongoing maintenance and support for the System for the length of this agreement.
6. KCOE will provide access to the network as requested by HESD up to the available capacity of the System.
7. KCOE will secure the system following industry best practices.

8. HESD managing and disseminating the wireless modems as needed by the district.
9. HESD will pay for the use of the System as follows (Initial Deployment):
 - a. \$100 one time setup fee to configure each subscriber device on the system.
 - i. 350 subscribers * \$100.00 setup fee = \$35,000
 - ii. \$10.13 per subscriber per month. * 350 subscribers * 12 months = \$42,546.00 per year.
 - b. KCOE will invoice HESD on an annual basis on January 1 of each year.
 - c. At the request of HESD, KCOE will exclude HESD LTE subscribers from its Internet content filter, allowing HESD to provide its own CIPA compliant filtering
10. Early Termination of Agreement.
 - a. It is understood and agreed that either party has the right to cancel service, in whole or part, without penalty.
 - b. It is understood and agreed that KCOE has the right to invoice for the entire month of service if cancelled prior to month end by HESD.

11. Notices. Any notice provided under this agreement shall be in writing and any written notice or other documents shall be deemed to have been duly given on the date of personal service on the other party or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the other party at the addresses set forth below.

KCOE:

Chief Technology Officer
Information Technology
Kings County Office of Education
433 Greenfield Avenue
Hanford, CA 93230

HESD:

Superintendent
Hanford Elementary School District
823 W. Lacey Boulevard
Hanford, CA 93230

12. Indemnification. Each party to this agreement shall indemnify, hold harmless and defend, if requested, the opposing non-indemnifying party, its officers, agents, employees, and Board members, from and against any and all claims, demands, lawsuits, penalties, losses, judgments, liability, causes of action, and expenses, including attorneys' fees and costs, whether in contract, tort or strict liability arising out of or made necessary by the indemnifying party's negligence, breach of this agreement, or any act or omission of the indemnifying party, its officers, agents, employees or Board members.

13. Entire Agreement. This MOU constitutes the entire and final agreement and understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements relating to the subject matter hereof, which are of no further force or effect.

14. Binding Effect. This MOU, and each party's respective rights and obligations under this agreement shall be binding on and shall inure to the benefit of each party and each party's respective successors and assigns.

15. Amendments. The provisions of this MOU may be modified only by mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

16. Interpretation. The language of all parts of this MOU shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

17. Governing Law. The validity of this MOU and of its terms and provisions, as well as the rights and duties of the parties hereto, shall be construed pursuant to and in accordance with California law with venue lying in the County of Kings, State of California.

Executed at Hanford, Kings County, California.

Kings County Office of Education

Hanford Elementary School District

Todd Barlow

Authorized Signatory

Title

Title

Date

Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 18, 2018

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

Date you wish to have your item considered: 9/26/18

ITEM: Consider for Adoption the following revised Board Policy:

BP 5111 - Admission

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. HESD will continue to follow the enrollment guidelines set forth and will help parents complete these guidelines/requirements whenever needed. Nothing major has changed. We cannot require documentation into the immigration status on a child. We need to make sure admission is not delayed for foster youth and/or homeless youth.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Admission

BP 5111

Students

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)

(cf. ~~5111.12 - Residency Based on Parent/Guardian Employment~~)

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

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 6173.3 - Education for Juvenile Court School Students)

The Superintendent or designee shall not inquire into or request documentation of a student's citizenship or immigration status, and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

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

A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)

When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)
 (cf. 5117 - Interdistrict Attendance)
 (cf. 5118 - Open Enrollment Act Transfers)

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

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

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade
 48010 Minimum age of admission (first grade)
 48011 Admission from kindergarten or other school; minimum age
 48050-48053 Nonresidents
 48200 Children between ages of 6 and 18 years (compulsory full-time education)
 48350-48361 Open Enrollment Act
 48850-48859 Educational placement of homeless and foster youth
48645.5 Enrollment of former juvenile court school students
 49076 Access to records by persons without written consent or under judicial order
 49408 Information of use in emergencies
 49452.9 Health care coverage options and enrollment assistance
 49700-49704 Education of children of military families
 HEALTH AND SAFETY CODE
 120325-120380 Education and child care facility immunization requirements
 121475-121520 Tuberculosis tests for students
 CODE OF REGULATIONS, TITLE 5
 200 Promotion from kindergarten to first grade
 201 Admission to high school
 CODE OF REGULATIONS, TITLE 17
 6000-6075 School attendance immunization requirements
 UNITED STATES CODE, TITLE 542
552a Note Refusal to disclose social security number
UNITED STATES CODE, TITLE 42
 11431-11435 McKinney-Vento Homeless Assistance Act
COURT DECISIONS
Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

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

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

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

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014~~6, 2011~~

WEB SITES

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

revised: September 23, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: September 17, 2018

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2018**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

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

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

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

d. More Hours

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

e. Promotion/Transfer

- Almira Alcoser, from Food Service Worker II – 3.0 hrs., Wilson to Account Clerk I – 3.0 hrs., King, effective 9/4/18

f. Administrative Transfers

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

g. 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

g. Volunteers (cont.)

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

RECOMMENDATION: Approve.