

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 27, 2019

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case#18-35 Washington (Revoke)

Case#19-13 Wilson

Case#19-14 Wilson

Case#19-15 Kennedy

OPEN SESSION

- Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated March 8, 2019 and March 15, 2019.
- b) Approve minutes of Regular Board Meeting held on March 13, 2019.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1,640.93 from Jefferson Parent Teacher Club.
- e) Approve donation of \$10,294.54 from Monroe Parent Teacher Club.

- *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.*

3. INFORMATION ITEMS

- a) Receive for information the monthly financial reports for the period of 07/01/2018-02/28/2019 (Endo)
- b) Receive for information the HESD Parent Survey 2019 (Carlton)
- c) Receive for information the HESD LCAP Student Survey 2019 (Carlton)
- d) Receive for information the following deleted Board Policy: (Rubalcava)
 - BP 6161.3 – Toxic Art Supplies
- e) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3230 – Federal Grant Funds
- f) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3551 – Food Service Operations/Cafeteria Fund
- g) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3553 – Free and Reduced Meals
- h) Receive for information the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5111 – Admission
- i) Receive for information the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5111.1 – District Residency
- j) Receive for information the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5125 – Student Records

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval for construction inspection and testing services agreement with RMA Geoscience for Lincoln Wing addition (Mulligan)
- b) Consider award of construction services to Ardent General for Lincoln Wing addition (Mulligan)
- c) Consider approval for inspection services agreement with TWB Inspections for Lincoln Wing addition (Mulligan)
- d) Consider authorization to solicit bids for Washington Modernization Project (Mulligan)
- e) Consider approval of the following revised Board Policy: (Carlton)
 - BP 0400 – Comprehensive Plans
- f) Consider approval of the following deleted Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 0520.2 – Title I Program Improvement Schools
- g) Consider approval of the following deleted Board Policy: (Carlton)
 - BP 0520.3 – Title I Program Improvement Districts
- h) Consider approval of the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 6171 – Title I Programs
- i) Consider approval of the following revised Board Policy: (Rubalcava)
 - BP 6142.93 – Science Instruction
- j) Consider approval of the following revised Board Policy: (Mulligan)
 - BP 3514.1 – Hazardous Substances

- k) Consider approval of the following revised Administrative Regulation: (Mulligan)
 - AR 3514.2 – Integrated Pest Management
- l) Consider approval of the following revised Administrative Regulation: (Mulligan)
 - AR 3541 – Transportation Routes and Services

5. PERSONNEL (Martinez)

a) Employment

Classified Management

- Danielle Alvarez, Fiscal Services Specialist – 8.0 hrs., Fiscal Services Department, effective 4/3/19

Certificated, effective 8/8/19

- Jacob Donabedian, Temporary Band Teacher
- Steve Luna, Teacher, Probationary
- Nohemi Flores Medina, Teacher, Probationary
- Karina Ramirez, Teacher, Probationary
- Maribel Santiago, Special Education Teacher, Probationary

Classified

- Jacob Carrasco, Custodian II – 8.0 hrs., King/Monroe, effective 3/12/19

Temporary Employees/Substitutes

- Brianne Brieno, Substitute Special Education Aide and Yard Supervisor, effective 3/11/19
- Sonia Gutierrez, Substitute Custodian I and Yard Supervisor, effective 3/8/19
- Francisco Sepeda, Substitute Custodian I and Groundskeeper II, effective 3/11/19
- Melonie Thomas, Short-term Special Circumstance Aide – 5.75 hrs., Monroe, effective 3/18/19 to 5/10/19

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

- Erin Aguilar, 7th Grade Boys Baseball Coach, Kennedy, effective 3/1/19 to 5/15/19
- John Darpli, 7th Grade Boys Baseball Coach, Wilson, effective 3/11/19 to 5/15/19
- Dylan Stewart, 4-6 Grade Girls Track Coach, Washington, effective 3/4/19 to 5/2/19
- Leslie Walker-Flores, 4-6 Girls Track Coach, Roosevelt, effective 2/25/19 to 5/2/19

c) Resignations

- Kristin Fletcher, Teacher, Monroe, effective 6/7/19
- Roxanna Hernandez, Special Education Aide – 5.0 hrs., Monroe, effective 6/7/19
- Mayra Martin, Teacher, King, effective 6/7/19
- Erik Villasenor, READY Program Tutor – 4.5 hrs., Jefferson, effective 6/7/19

d) Retirement

- John Dominguez, Head Custodian – 8.0 hrs., Wilson, effective 12/23/19

e) Promotion/Transfer/Change in Work Year

- Stacie Johnson, from Instructional Coach, Math/Science (11 month) to Curriculum and Professional Development Specialist, Math/Science (12-month), Curriculum, Instruction and Professional Development Department, effective 7/1/19

f) Voluntary Transfer

- Justin Gonzales, Custodian II – 8.0 hrs., from Washington to Food Services, effective 3/11/19
- Josiah Sandoval, Custodian II – 8.0 hrs., from Food Services to Washington, effective 3/11/19

g) Volunteers

<u>Name</u>	<u>School</u>
Robert Isquierdo	Jefferson
Bruce Takasaki	Jefferson
Grace Cortez	Monroe
Jessica Cruz	Monroe
Matthew Harper	Monroe
Francisco Villarreal	Monroe
Enid Gallardo	Roosevelt
Ana Garcia	Roosevelt
Bernetta Johnson	Roosevelt
Desiree Cuevas	Simas
Ashley Linde	Simas
Tayler Linde	Simas
Shenandoah Munoz	Simas
Sirena Romero	Simas
David Pires	Washington
Antoinette Lopez	King/Kennedy
Ruben Mejia	King/Kennedy

6. FINANCIAL (Endo)

- a) Consider adoption of Resolution #18-19, Applying for Funding from Electric School Bus Incentive Program
- b) Consider approval of the opening of Funds 2110 and 2120

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: March 15, 2019

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

Date you wish to have your item considered: March 27, 2019

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 18-35 Washington (Revoke)
Case# 19-13 Wilson
Case# 19-14 Wilson
Case# 19-15 Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/08/19 and 03/15/19.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 03/08/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12602877	7255	ACER SERVICE CORPORATION Technology	\$1,012.92
12602878	7342	ERIN AGUILAR Other Services	\$85.00
12602879	6745	JUANA AGUILAR Allowance	\$155.15
12602880	27	ORTENCIA AGUILAR Travel & Conf	\$17.00
12602881	6934	BLANCA ALVARADO-CABRERA Allowance	\$161.27
12602882	6431	AMAZON.COM Books/Instl Matls/Office Supplies	\$4,828.61
12602883	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$308.14
12602884	7074	DEBORAH ARNOLD Allowance	\$200.00
12602885	3710	KELLY BEKEDAM Allowance	\$18.50
12602886	5895	PEGGY BELL Travel & Conf	\$226.00
12602887	4553	YOLANDA BERNAL Allowance	\$117.53
12602888	140	BIG 5 SPORTING GOODS CORP. Athletic Supplies	\$176.93
12602889	224	CALIF. STATE UNIVERSITY-FRESNO Other Services	\$1,785.14
12602890	5167	CALIF. STATE UNIVERSITY-FRESNO Field Trip	\$504.00
12602891	6942	CARMEN CALLERES Travel & Conf	\$16.00
12602892	5154	RICK CALVILLO Mileage	\$227.36
12602893	3146	ANTHONY CARRILLO Mileage	\$99.76
12602894	6964	CENTRAL VALLEY PRINT SOLUTIONS HR Matls	\$234.07
12602895	6954	MARINA CERVANTEZ Allowance	\$200.00
12602896	303	CHAFFEE ZOO Study Trip	\$693.00
12602897	324	CHILDS & COMPANY INC. Maintenance Supplies	\$315.36
12602898	331	CLASSIC CHARTER INC. Transportation	\$4,911.00
12602899	3068	DEBRA COLVARD Mileage	\$45.82
12602900	7171	CONN DOORS Maintenance Supplies	\$55.94
12602901	6414	CONSOLIDATED TESTING LABORATORY Buildings & Improvements	\$2,962.50
12602902	6957	SARA CRISP Mileage	\$49.88
12602903	2560	CRUSHA ELECTRIC MOTOR Maintenance Supplies	\$629.51
12602904	5846	CINDY CURIEL Allowance	\$200.00
12602905	7343	JOHN DARPLI Other Services	\$14.95
12602906	405	DASSEL'S PETROLEUM INC. Fuel	\$6,775.82
12602907	405	DASSEL'S PETROLEUM INC. Fuel-Kitchen	\$376.99
12602908	6104	SUSANA DOMINGUEZ Prepaid Meals	\$96.15
12602909	1948	DOWNING PLANETARIUM CSUF Study Trip	\$252.00
12602910	486	KENNY EGGERT Athletic Supplies	\$45.28
12602911	7131	ASHLEY ELLIS Allowance	\$178.97
12602912	6453	FLOWERS BAKING COMPANY Food	\$1,351.80
12602913	528	FOCUS PACKAGING & SUPPLY CO Warehouse	\$55.77
12602914	1769	FRESNO PRODUCE Food	\$8,393.25
12602915	6650	MONICA P. GARCIA Allowance	\$144.50
12602916	2749	GARDA CL WEST INC. Kitchen Services	\$136.40
12602917	4225	KAYE GARRISON Allowance	\$137.50
12602918	1393	GAS COMPANY Gas	\$6,961.50
12602919	591	GOLD STAR FOODS Food	\$27,231.92
12602920	6963	GONZALEZ ARCHITECTS Buildings & Improvements	\$75,802.00
12602921	2544	EVA GONZALEZ Allowance	\$39.98
12602922	5541	JOANN GRAHAM Mileage	\$201.38
12602923	3253	CORI GRIFFIN Allowance	\$61.84
12602924	7251	NICHOLAS GRILLIAS Allowance	\$102.05

Warrant Register For Warrants

Dated 03/08/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12602925	622	CHERYL GUILBEAU Mileage	\$39.27
12602926	3656	HANFORD AUTO & TRUCK PARTS DSF Supplies	\$1,029.21
12602927	2855	MARISSA HENDERSON Allowance	\$192.50
12602928	4793	RUTH HERNANDEZ Allowance	\$195.50
12602929	7228	SAMANTHA HERNANDEZ Travel & Conf	\$16.00
12602930	4151	LINDA HICKEY Allowance	\$117.03
12602931	711	THE HORN SHOP Repairs	\$48.00
12602932	5882	LINDSAY HOWELL Allowance	\$41.86
12602933	3784	BEATRIZ HUIZAR Allowance	\$173.83
12602934	7175	iREPAIR Repairs	\$120.00
12602935	5703	TERESA JAQUEZ Inst'l Consultant	\$1,309.20
12602936	762	TAMMY JOHNSON Mileage	\$25.40
12602937	4077	BRITTNEY JUAREZ Allowance	\$200.00
12602938	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,437.50
12602939	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,247.41
12602940	5990	KELLER FORD Transportation Supplies	\$70.92
12602941	796	KINGS COUNTY OFFICE OF ED Other Excess Costs	\$7,918.56
12602942	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$56.81
12602943	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$92.00
12602944	6652	KINGS CULTURAL CENTER Inst'l Consultant	\$150.00
12602945	808	KINGS WASTE & RECYCLING Garbage	\$12.80
12602946	827	LA TAPATIA TORTILLERIA INC. Food	\$870.10
12602947	6986	MORGAN LAMBERT Allowance/Instl Matls	\$170.34
12602948	986	LAWNMOWER MAN Repairs/Grounds Supplies	\$140.26
12602949	6236	ALEXANDRIA LEMOS Allowance/Science Matls	\$414.41
12602950	4299	CHRISTINE LUIS Allowance/Instl Matls	\$400.00
12602951	7134	ALLEN MANES Allowance	\$200.00
12602952	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$35,172.35
12602953	7066	AMANDA MARTIN Travel & Conf	\$16.00
12602954	7130	MAYRA MARTIN Allowance	\$193.71
12602955	5430	ANDREW MARTINEZ Allowance/Track Supplies	\$266.77
12602956	6905	BLANCA MARTINEZ Study Trip	\$10.00
12602957	2243	MATSON ALARM Alarm Services	\$285.00
12602958	4704	KELLEY MAYFIELD Instl Matls/Allowance	\$290.79
12602959	7336	LAURA MCCARTY Allowance	\$125.22
12602960	5768	MCGEE PRODUCTIONS Inst'l Consultant	\$300.00
12602961	351	CHERYLL MCGUIRE Travel & Conf	\$17.00
12602962	7335	PAUL MEZA Other Services	\$25.74
12602963	7332	MISSION SAN ANTONIO DE PADUA Study Trip	\$466.00
12602964	5504	MISSION SAN MIGUEL Study Trip	\$221.00
12602965	5510	NEWEGG.COM Technology	\$16.17
12602966	1058	OFFICE DEPOT Office Supplies	\$791.38
12602967	1058	OFFICE DEPOT Kitchen Supplies	\$285.27
12602968	5111	P & R PAPER SUPPLY COMPANY INC Food/Kitchen Supplies	\$3,783.86
12602969	7141	ANTHONY PORRAS Allowance	\$200.00
12602970	4686	JOHN PORRAS Allowance	\$200.00
12602971	4263	JEREMY PRINCETTA Allowance	\$180.50
12602972	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,365.98

Warrant Register For Warrants

Dated 03/08/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12602973	5456	RICK'S VENDING Instl Supplies	\$246.86
12602974	7084	JESUS RODRIGUEZ Mileage	\$227.36
12602975	1285	SAFETY-KLEEN SYSTEMS INC. Other Services	\$50.00
12602976	1303	SAVE MART SUPERMARKETS Food	\$65.94
12602977	5803	SCHOOL ENERGY COALITION Memberships	\$260.00
12602978	3168	SCHOOLWORKS INC. Other Services	\$7,500.00
12602979	6364	MELISA SCOTT Allowance	\$191.92
12602980	7344	FRANCISCO SEPEDA Other Services	\$20.00
12602981	6061	DANA SILVA Allowance	\$200.00
12602982	1367	SISC III Health & Welfare	\$562,944.75
12602983	1374	SMART & FINAL STORES (HFD DO) Supplies	\$273.42
12602984	1801	SMART & FINAL STORES (HFD KIT) Kitchen Supplies	\$119.12
12602985	1389	PATRICIA SOPER Mileage	\$51.62
12602986	1880	SOUTH COUNTY SUPPORT SERVICES AGENCY Other Services	\$847.49
12602987	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$13,966.86
12602988	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$83.82
12602989	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,623.00
12602990	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$16,969.70
12602991	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$350.06
12602992	6289	ASHLEY STOKES Allowance	\$200.00
12602993	7338	CINDY STOWE Allowance	\$198.15
12602994	1444	SYSCO FOODSERVICES OF MODESTO Food	\$21,033.18
12602995	6697	JENNIFER TAYLOR Allowance	\$52.86
12602996	5946	THE HARTFORD Health & Welfare	\$1,205.05
12602997	1506	TWB INSPECTIONS Buildings & Improvements	\$6,525.00
12602998	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$1,878.97
12602999	3154	UPS Postage	\$35.25
12603000	4494	ROBERTA VASQUEZ Allowance	\$128.26
12603001	1554	SONIA VELO Mileage	\$34.28
12603002	6943	WEST VALLEY SUPPLY Grounds Supplies	\$454.30
12603003	6239	ANJALI WILLIAMS Allowance	\$195.00
12603004	7247	FREDERICK WILLIAMS Allowance	\$78.39
12603005	2857	MARLA YADON Mileage	\$45.82

Total Amount of All Warrants:

\$873,554.52

Credit Card Register For Payments

Dated 03/08/2019

Document Number	Vendor Number	Vendor Name	Amount
14025370	2	A-Z BUS SALES INC Transportation Supplies	\$1,535.33
14025371	949	AMERICAN INCORPORATED Repairs	\$243.00
14025372	91	AUTOMATED OFFICE SYSTEMS Leases	\$7,201.21
14025373	176	BSN SPORTS Athletic Supplies	\$545.87
14025374	2694	CALCHAMBER – ORDERS HR Supplies	\$527.55
14025375	5184	DRISKELL'S APPLIANCE Refrigerator-MLK	\$256.33
14025376	5280	J&E RESTAURANT SUPPLY INC Kitchen Equipment Replacement	\$12,528.43
14025377	2584	KIMBALL MIDWEST Transportation Supplies	\$228.98
14025378	806	KINGS COUNTY TROPHY Instl Matls	\$310.98
14025379	4276	LEARNING A-Z Software License	\$5,294.55
14025380	1802	MEDALLION SUPPLY Maintenance Supplies	\$601.98
14025381	982	MILLER'S RENTALAND INC. Repairs	\$160.00
14025382	1121	PERMA-BOUND Books	\$1,572.54
14025383	1313	SCHOLASTIC TEACHERS STORE Books	\$728.55
14025384	1753	SMILEMAKERS Instl Matls	\$192.41
14025385	5989	THUNDERPOWER MEGAPHONES Instl Matls	\$135.38
14025386	1702	TRIPLE J CONCRETE Grounds Supplies	\$185.81
Total Amount of All Credit Card Payments:			\$32,248.90

Warrant Register For Warrants

Dated 03/15/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12603530	27	ORTENCIA AGUILAR Mileage	\$39.21
12603531	6934	BLANCA ALVARADO-CABRERA Science Matls	\$17.64
12603532	7059	MARIA ALVAREZ Mileage	\$17.63
12603533	6318	ROBERT ALVIDREZ Travel & Conf	\$56.00
12603534	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$3,430.08
12603535	2352	AMS.NET Repairs	\$1,041.00
12603536	6253	AT&T Telephone	\$2,439.99
12603537	7167	AVERIE GRACE DESIGNS Instl Matls	\$189.83
12603538	150	BLINDS ETC. Repairs	\$727.16
12603539	5748	BMX FREESTYLE TEAM LLC Inst'l Consultant	\$1,475.00
12603540	7184	CARLA BODE Mileage	\$123.91
12603541	6485	MARK BORGES Travel & Conf	\$56.00
12603542	6705	ARLO BRAUN Mileage	\$5.34
12603543	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$2,490.00
12603544	5154	RICK CALVILLO Study Trip	\$60.00
12603545	1891	DEBRA CAWLEY Mileage	\$99.06
12603546	303	CHAFFEE ZOO Study Trip	\$1,195.00
12603547	303	CHAFFEE ZOO Inst'l Consultant	\$309.96
12603548	6922	CHAOTIC BLING Instl Matls	\$684.00
12603549	6999	KATHRYN COZ Allowance	\$171.94
12603550	4925	LINDA CRUZ Mileage	\$76.33
12603551	5463	SARA DECUIR Mileage	\$68.44
12603552	502	ENTERPRISE RENT A CAR Travel & Conf	\$172.94
12603553	7317	FORENSIC ANALYTICAL SERVICES INC. Buildings & Improvements	\$1,960.00
12603554	5760	FRIENDS OF COLUMBIA STATE Study Trip	\$65.98
12603555	558	CAROL GALLEGOS Travel & Conf	\$83.00
12603556	1393	GAS COMPANY Gas	\$6,620.08
12603557	1816	LUCY GOMEZ Travel & Conf/Parent Inv Supplies	\$98.98
12603558	7334	LIZETTE GUTIERREZ Mileage	\$81.20
12603559	5513	HARMINI HERNANDEZ Travel & Conf/LCAP Supplies	\$123.06
12603560	7228	SAMANTHA HERNANDEZ Homeless Needs	\$96.50
12603561	2427	HOME DEPOT CREDIT SERVICES Supplies	\$254.97
12603562	7121	BAILEY JEFFUS Allowance	\$197.64
12603563	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$557.62
12603564	5893	MONICA KRAEMER Mileage	\$37.58
12603565	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$315.62
12603566	3048	CYNTHIA LEWIS Mileage	\$25.40
12603567	6581	JENNIFER LOCHER Mileage	\$161.44
12603568	4629	LOWE'S OF HANFORD Supplies	\$654.09
12603569	7260	LOWE'S PRO SERVICES Maint/Grounds/Custodial Supplies	\$1,508.10
12603570	6413	LYNZI LOWE Mileage	\$17.63
12603571	5570	MATELOT GULCH MINING Study Trip	\$462.00
12603572	4704	KELLEY MAYFIELD Mileage	\$27.61
12603573	351	CHERYLL MCGUIRE Mileage	\$39.21
12603574	6465	THE MYSTERY SPOT Study Trip	\$469.00
12603575	1058	OFFICE DEPOT Office Supplies	\$308.71
12603576	7339	JANELL ORTEGA Allowance	\$164.19
12603577	1115	SANDRA PEREZ DOT Exam	\$70.00

Warrant Register For Warrants

Dated 03/15/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12603578	1116	TRINIDAD PEREZ Allowance/Instl Matls	\$450.00
12603579	4088	ESTHER PHELPS Mileage	\$38.16
12603580	6747	CARIN RAY Allowance	\$33.39
12603581	6328	SAM ACADEMY Study Trip	\$1,500.00
12603582	6328	SAM ACADEMY Study Trip	\$1,725.00
12603583	4748	TARYN SCHRECKENGOST Allowance	\$200.00
12603584	7337	JAMEE SERRATO Allowance	\$200.00
12603585	4031	SIX FLAGS MAGIC MOUNTAIN Field Trip	\$2,911.37
12603586	3800	SONITROL OF FRESNO Alarm Services	\$5,739.00
12603587	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$21,678.50
12603588	2188	SUPPLYWORKS Custodial Supplies	\$171.54
12603589	6823	TCG GROUP HOLDINGS Other Services	\$250.00
12603590	6944	TETER LLP Buildings & Improvements	\$24,090.52
12603591	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$675.00
12603592	3154	UPS Postage	\$23.78
12603593	7210	JESSICA VALENCIA Mileage	\$38.51
12603594	6478	RIGOBERTO VIVANCO BOTELLO Mileage	\$17.63
12603595	7319	YOSEMITE MOUNTAIN Study Trip	\$1,216.00
Total Amount of All Warrants:			\$90,304.47

Credit Card Register For Payments
Dated 03/15/2019

Document Number	Vendor Number	Vendor Name	Amount
14025440	5690	INDOFF INCORPORATED Buildings & Improvements	\$26,123.22
14025441	1002	MORGAN & SLATES INC. Maint/Grounds Supplies	\$539.16
14025442	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$209.73
14025443	1466	TERMINIX INTERNATIONAL Pest Control	\$472.00
Total Amount of All Credit Card Payments:			\$27,344.11

Hanford Elementary School District
Minutes of the Regular Board Meeting
March 13, 2019

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 13, 2019 at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

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

Closed Session Trustees adjourned to closed session for the purpose of:

- Student Discipline pursuant to Education Code section 48918
- Public Employee Performance Evaluation (GC 54957)

Open Session Trustees returned to open session at 6:02 p.m.

Case#19-12 Trustee Strickland moved to accept the Findings of Fact and expel Case #19-12 for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on March 11, 2019. However, Trustee Strickland further moved that the parents may apply for readmission on or after June 7, 2019. If readmission is granted, the expulsion order shall be suspended and the student may attend regular school in probationary status on a Behavior Conditions Plan through January 10, 2020. Trustee Hernandez seconded; motion carried 5-0:

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

Personnel During the closed session, the Board adopted Resolution #17-19 pursuant to Education Code sections 44929.21 and authorized the District Superintendent or her designee to notify a probationary certificated employee of non-reemployment for the 2019-20 school year.

The motion carried by a vote of 5 to 0.

Public Comments Mike Robinson, from Kings County Office of Education, introduced himself. He stated he was there on behalf of the KCOE Board of Education. He said the new superintendent is very active and recommended the Kings County Board goes to other Board meetings in Kings County to listen, encourage and support. He thinks it's a fabulous idea. He also stated, the Literacy EBLI Program is going very well thanks to the support of Hanford Elementary. Teachers are having great success.

Board and Staff Comments Trustee Garcia stated he visited Jefferson Academy and Mr. Espindola gave him a tour of the new administration office and library. He stated he was very impressed with the way it's set up. He is very proud of our district. Tax payers can see where their money is being spent.

Jill Rubalcava invited the Board to the first ever Science Olympiad on March 30th at JFK. She stated opening ceremony is at 8:00 a.m. and it's expected to wrap up around 2:30 p.m.

Requests to Address the Board

None

Dates to Remember

President Revious reviewed dates to remember: Regular Board Meeting on March 27th

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated February 22, 2019 and March 1, 2019.
- b) Minutes of Regular Board Meeting held on March 27, 2019.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

BP 0400

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following revised Board Policy:

- BP 0400 – Comprehensive Plans

BP/AR 0520.2

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following deleted Board Policy and Administrative Regulation:

- BP/AR 0520.2 – Title I Program Improvement Schools

BP 0520.3

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following deleted Board Policy:

- BP 0520.3 – Title I Program Improvement Districts

- BP/AR 6171** Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the following revised Board Policy and Administrative Regulation:
- BP/AR 6171 – Title I Programs
- BP 6142.93** Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the following revised Board Policy:
- BP 6142.93 – Science Instruction
- BP 3514.1** Gerry Mulligan, Director of Facilities & Operations, presented for information the following revised Board Policy:
- BP 3514.1 – Hazardous Substances
- AR 3514.2** Gerry Mulligan, Director of Facilities & Operations, presented for information the following revised Administrative Regulation:
- AR 3514.2 – Intergrated Pest Management
- AR 3541** Gerry Mulligan, Director of Facilities & Operations, presented for information the following revised Administrative Regulation:
- AR 3541 – Transportation Routes and Services

BOARD POLICIES AND ADMINISTRATION

- MOU – Sacramento COE** Trustee Strickland made a motion to approve the Memorandum of Understanding with Sacramento County Office of Education for English Language Proficiency Assessment of California Usability Pilot and Speaking Collection. Trustee Garcia seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- 2018-19 School Plans** Trustee Garcia made a motion to approve the 2018-2019 updated School Plans for each HESD school. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- E-Rate Form 471** Trustee Strickland made a motion to approve the E-Rate Form 471 Application for 2019 – Fiber Optic cabling and electronics upgrade. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- WW Reroof Project** Trustee Garcia made a motion to authorize bids solicitations for the reroof of Woodrow Wilson Jr. High building 200 and band room. Trustee Garner seconded; motion carried 5-0:

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

Mangini Associates, Inc. – WW Reroof Trustee Garner made a motion to approve the agreement with Mangini Associates, Inc. for construction administration services for the reroof of building 200 and band room at Woodrow Wilson Jr High. Trustee Hernandez seconded; motion carried 5-0:

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

Blair, Church & Flynn Trustee Garner made a motion to approve the agreement with Blair, Church & Flynn for the topographic survey of the Lincoln classroom wing. Trustee Strickland seconded; motion carried 5-0:

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

BB 9322 Trustee Garner made a motion to approve the revised Board Bylaw 9322 – Agenda/Meeting Materials. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 5113.1 Trustee Strickland made a motion to approve the revised Board Policy and Administrative Regulation 5113.1 – Chronic Absence and Truancy. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 5117 Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation 5117 – Interdistrict Attendance. Trustee Garcia seconded; motion carried 5-0:

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

AR 6173.1 Trustee Garcia made a motion to approve the revised Administrative Regulation 6173.1 – Education for Foster Youth. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

Trustee Strickland made a motion to take Personnel items "a" through "h" 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 "h".
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:
Certificated, effective 8/8/19

- Briana Camara, Teacher, Probationary
- Jennifer Carrillo, Teacher, Probationary
- Tyler Lourenco. Teacher, Probationary
- Ashley Pond, Teacher, Probationary
- Mario Tafolla, Teacher, Probationary
- Lina Tuon, Teacher, Permanent (rehired)

Classified

- Jamie Reyes Camargo, Food Service Worker II – 2.5 hrs., Kennedy, effective 2/25/19

Temporary Employees/Substitutes

- Heidi Brunette, Substitute Special Education Aide and Yard Supervisor, effective 1/24/19
- Jocelyn Sanchez Gomez, Substitute Yard Supervisor, effective 2/25/19; Short-term Yard Supervisor – 1.5 hrs., Hamilton, effective 2/25/19 to 4/12/19
- Kristy Kairis, Substitute READY Program Tutor, effective 5/20/19
- Alberto Ordonez, Substitute Account Clerk II, Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 2/27/19
- Jennifer Paul Saylor, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 3/18/19 to 6/7/19
- Janell Zendejas, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 2/21/19

Yard Supervisors

- Krystal Calderon, Yard Supervisor – 1.5 hrs., King, effective 3/4/19
- Perla Leon Perez, Yard Supervisor – 1.5 hrs., King, effective 3/4/19
- Raquel Ramirez, Yard Supervisor – 2.0 hrs., Lincoln, effective 3/4/19
- Sonia Ramirez, Yard Supervisor – 3.5 hrs., Simas, effective 3/4/19

- Item "b" – Temporary Athletic Team Coaches**
- Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594
- Paul Meza, 8th Grade Boys Baseball Coach, Kennedy, effective 2/28/19 to 5/15/19
 - Sara Meza, 8th Grade Boys Baseball Coach, Kennedy, effective 2/25/19 to 5/15/19
 - Bradley Smith, 8th Grade Boys Baseball Coach, Wilson, effective 2/25/19 to 5/15/19
 - Brianna Stokes, 7th Grade Girls Softball Coach, Wilson, effective 2/21/19 to 5/15/19

- Item "c" – Resignations**
- Yesenia Caro, Substitute Yard Supervisor, effective 2/28/19
 - Christopher Costello, Jr., Teacher, Lincoln, effective 6/7/19
 - Jaqueline Gonzales, Teacher, Richmond, effective 6/7/19
 - Elizabeth Hovis, Teacher, King, effective 6/7/19
 - Kristy Kairis, READY Program Tutor – 4.5 hrs., Simas, effective 5/17/19
 - Allen Manes, Teacher, Simas, effective 6/7/19
 - Jesus Rodriguez, Teacher, Jefferson Charter Academy, effective 6/7/19
 - Maribel Santiago, Special Education Aide – 5.0 hrs., Simas, effective 6/7/19
 - Brittany Young, Teacher, King, effective 6/7/19

- Item "d" – Retirement**
- Amy Oliveira, Account Technician III – 8.0 hrs., Food Services, effective 4/12/19

- Item "e" – Decrease in Hours**
- Maria Munoz Gomez, Yard Supervisor, from 2.0 hrs. to 1.5 hrs., Jefferson, effective 2/25/19

- Item "f" – More Hours**
- Ma Carmen Solorio, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Jefferson, effective 2/25/19

- Item "g" – Leave of Absence**
- Mary Detlefsen, Teacher on LOA, effective 2019-20 school year, child rearing
 - Lindsay Fuller, Teacher on LOA, effective 2019-20 school year, child rearing
 - Amanda Little, Teacher, Washington, effective 2019-20 school year, child rearing
 - Rosa Temores, Account Clerk I – 3.0 hrs., Roosevelt, effective 2/19/19 to 3/1/19, personal

Item "h" – Volunteers	<u>Name</u>	<u>School</u>
	Ashlee Cisneros	Hamilton
	Nicole Gomez	Hamilton
	Elena Rodriguez	Hamilton
	Claudia Vasquez	Hamilton
	Claudia Santamaria	Jefferson
	Ann Marie Perez	King
	Violeta Rodriguez Ceja	King
	Lorie Rodriguez	Monroe
	Ying Wang	Monroe
	Angeles Parra	Richmond
	Maria Lomberra	Roosevelt
	Jacqueline Castillo	Simas
	Zenalyynn Desamito	Simas
	Denise Gonzalez	Simas

<u>Name</u>	<u>School</u>
Sara Shaie	Simas
Michelle Schoettgen	Washington
Michaela Vera	Wilson
Ruth Rodriguez	King/Lincoln/Monroe
Emelia Arroyo	Roosevelt/Kennedy

Adjournment There being no further business, President Revious adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Greg Strickland, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-206	A	Jefferson	Armona	3/18/2019
I-207	A	Jefferson	Armona	3/18/2019

No	A/D	Sch Req'd	Home Sch	Date
O-146	A	Pioneer	Woodrow	3/18/2019
O-147	A	Pioneer	Simas	3/18/2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: March 5, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 27, 2019

ITEM: Donation of \$1,640.93 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

PURPOSE: To be used to purchase 3 benches for Jefferson School.

FISCAL IMPACT: Increase of \$1,640.93 to Jefferson Budget as follows:

0900-1100-0-0000-2700-440000-021-0000 \$1,640.93

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: March 5, 2019

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

Date you wish to have your item considered: March 27, 2019

ITEM: Donation of \$10,294.54 from Monroe PTCPURPOSE: Accept donation of \$10,294.54Yearbooks \$2,700.00
0100-1100-0-1110-1000-571030-024-0000End of the year awards/medals \$2,900.00
0100-1100-0-1110-1000-430000-024-0000Picnic Tables \$ 3,469.564
0100-1100-0-1110-1000-440000-024-0000EOY Carnival Games/6th Grade Dance DJ \$ 1,225.00
0100-1100-0-1110-1000-575030-024-0000FISCAL IMPACT (if any): \$10,294.54RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Receive for information monthly financial reports for the period of 07/01/2018-02/28/2019.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2018-02/28/2019.

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

February 2019

3/11/2019 1:20:12PM

Fund: 0100 General Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,335,562.56	\$10,335,562.56		
REVENUES						
1) LCFF Sources	8010-8099	\$4,128,811.00	\$35,895,932.49	\$56,633,921.00	63.38	36.62
2) Federal Revenues	8100-8299	\$94,524.45	\$1,679,907.37	\$4,020,077.88	41.79	58.21
3) Other State Revenues	8300-8599	\$15,830.00	\$1,962,021.62	\$6,024,114.00	32.57	67.43
4) Other Local Revenues	8600-8799	\$199,745.70	\$1,256,462.78	\$2,874,744.39	43.71	56.29
5) Total, Revenues		\$4,438,911.15	\$40,794,324.26	\$69,552,857.27	58.65	41.35
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,498,501.33	\$17,439,432.84	\$27,770,331.00	62.80	37.20
2) Classified Salaries	2000-2999	\$990,168.24	\$7,305,757.39	\$11,334,433.00	64.46	35.54
3) Employee Benefits	3000-3999	\$1,378,622.57	\$9,344,755.45	\$17,185,708.00	54.38	45.62
4) Books and Supplies	4000-4999	\$141,020.62	\$1,262,034.88	\$4,101,980.61	30.77	69.23
5) Services, Oth Oper Exp	5000-5999	\$209,495.68	\$2,785,877.75	\$3,874,786.79	71.90	28.10
6) Capital Outlay	6000-6999	\$31,818.03	\$426,129.01	\$1,679,237.35	25.38	74.62
7) Other Outgo(excl. 7300`s)	7100-7499	\$64,111.00	\$463,785.31	\$1,459,384.00	31.78	68.22
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$355,000.00)	0.00	100.00
9) Total Expenditures		\$5,313,737.47	\$39,027,772.63	\$67,050,860.75	58.21	41.79
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$492,213.00	\$758,883.00	\$1,451,093.00	52.30	47.70
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		(\$492,213.00)	(\$758,883.00)	(\$1,451,093.00)	52.30	47.70
NET INCREASE (DECREASE) IN FUND BALANCE		(\$1,367,039.32)	\$1,007,668.63	\$1,050,903.52		
ENDING FUND BALANCE			\$11,343,231.19	\$11,386,466.08		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 0900 Charter Schools Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$433,160.97	\$433,160.97		
REVENUES						
1) LCFF Sources	8010-8099	\$397,103.00	\$2,462,919.00	\$4,319,015.00	57.03	42.97
3) Other State Revenues	8300-8599	\$0.00	\$105,042.02	\$339,930.00	30.90	69.10
4) Other Local Revenues	8600-8799	\$0.00	\$8,748.50	\$16,851.00	51.92	48.08
5) Total, Revenues		\$397,103.00	\$2,576,709.52	\$4,675,796.00	55.11	44.89
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$156,974.99	\$1,094,609.66	\$1,736,369.00	63.04	36.96
2) Classified Salaries	2000-2999	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Employee Benefits	3000-3999	\$59,766.60	\$388,671.84	\$756,392.00	51.38	48.62
4) Books and Supplies	4000-4999	\$5,283.77	\$63,199.47	\$101,559.33	62.23	37.77
5) Services, Oth Oper Exp	5000-5999	\$3,455.58	\$89,882.81	\$1,452,172.27	6.19	93.81
6) Capital Outlay	6000-6999	\$0.00	\$98,046.87	\$103,056.87	95.14	4.86
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$190,000.00	0.00	100.00
9) Total Expenditures		\$225,480.94	\$1,734,410.65	\$4,339,549.47	39.97	60.03
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$41,685.00	\$49,082.00	\$190,764.00	25.73	74.27
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		(\$41,685.00)	(\$49,082.00)	(\$190,764.00)	25.73	74.27
NET INCREASE (DECREASE) IN FUND BALANCE		\$129,937.06	\$793,216.87	\$145,482.53		
ENDING FUND BALANCE			\$1,226,377.84	\$578,643.50		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 1300 Cafeteria Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,446,470.57	\$1,446,470.57		
REVENUES						
2) Federal Revenues	8100-8299	\$0.00	\$1,285,325.29	\$3,504,814.00	36.67	63.33
3) Other State Revenues	8300-8599	\$0.00	\$97,009.61	\$246,042.00	39.43	60.57
4) Other Local Revenues	8600-8799	\$9,930.89	\$82,414.60	\$154,872.00	53.21	46.79
5) Total, Revenues		\$9,930.89	\$1,464,749.50	\$3,905,728.00	37.50	62.50
EXPENDITURES						
2) Classified Salaries	2000-2999	\$96,679.01	\$712,243.22	\$1,132,872.00	62.87	37.13
3) Employee Benefits	3000-3999	\$35,706.27	\$253,440.86	\$423,847.00	59.80	40.20
4) Books and Supplies	4000-4999	\$180,771.05	\$1,026,500.87	\$1,890,408.00	54.30	45.70
5) Services, Oth Oper Exp	5000-5999	\$547.82	(\$7,235.52)	(\$19,456.00)	37.19	62.81
6) Capital Outlay	6000-6999	\$0.00	\$25,045.02	\$156,000.00	16.05	83.95
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$165,000.00	0.00	100.00
9) Total Expenditures		\$313,704.15	\$2,009,994.45	\$3,748,671.00	53.62	46.38
NET INCREASE (DECREASE) IN FUND BALANCE		(\$303,773.26)	(\$545,244.95)	\$157,057.00		
ENDING FUND BALANCE			\$901,225.62	\$1,603,527.57		

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

Fiscal Position Report

February 2019

Fund: 1400 Deferred Maintenance Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,296.98	\$3,296.98		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$1,363.80	\$2,000.00	68.19	31.81
5) Total, Revenues		\$0.00	\$301,363.80	\$302,000.00	99.79	0.21
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$0.00	\$129,346.67	\$305,296.98	42.37	57.63
9) Total Expenditures		\$0.00	\$129,346.67	\$305,296.98	42.37	57.63
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$172,017.13	(\$3,296.98)		
ENDING FUND BALANCE			\$175,314.11	\$0.00		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 1500 Pupil Transportation Equip

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$148,916.49	\$148,916.49		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$1,983.18	\$5,000.00	39.66	60.34
5) Total, Revenues		\$0.00	\$1,983.18	\$5,000.00	39.66	60.34
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$101,983.18	\$105,000.00		
ENDING FUND BALANCE			\$250,899.67	\$253,916.49		

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

Fiscal Position Report
 February 2019

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,446,033.37	\$3,446,033.37		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$30,363.50	\$60,000.00	50.61	49.39
5) Total, Revenues		\$0.00	\$30,363.50	\$60,000.00	50.61	49.39
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$533,898.00	\$707,965.00	\$1,241,857.00	57.01	42.99
4) Total, Other Financing Sources/Uses		\$533,898.00	\$707,965.00	\$1,241,857.00	57.01	42.99
NET INCREASE (DECREASE) IN FUND BALANCE		\$533,898.00	\$738,328.50	\$1,301,857.00		
ENDING FUND BALANCE			\$4,184,361.87	\$4,747,890.37		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 2100 Building Fund-Local

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$2,792,280.19	\$2,792,280.19		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$21,805.53	\$49,187.61	44.33	55.67
5) Total, Revenues		\$0.00	\$21,805.53	\$49,187.61	44.33	55.67
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$200,000.00	0.00	100.00
6) Capital Outlay	6000-6999	\$559,045.71	\$2,043,348.03	\$2,713,278.80	75.31	24.69
9) Total Expenditures		\$559,045.71	\$2,043,348.03	\$2,913,278.80	70.14	29.86
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$128,189.00	0.00	100.00
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$0.00	\$7,600,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$7,471,811.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$559,045.71)	(\$2,021,542.50)	\$4,607,719.81		
ENDING FUND BALANCE			\$770,737.69	\$7,400,000.00		

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

Fiscal Position Report

February 2019

Fund: 2500 CapitalFacilities Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$198,667.72	\$198,667.72		
REVENUES						
4) Other Local Revenues	8600-8799	\$15,777.92	\$334,844.58	\$405,000.00	82.68	17.32
5) Total, Revenues		\$15,777.92	\$334,844.58	\$405,000.00	82.68	17.32
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$155,318.18	\$168,000.00	92.45	7.55
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$155,318.18	\$168,000.00	92.45	7.55
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$0.00	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	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$15,777.92	\$179,526.40	\$237,000.00		
ENDING FUND BALANCE			\$378,194.12	\$435,667.72		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 3500 SCHOOL FACILITY PROGRAM

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$610,882.83	\$610,882.83		
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	\$5,898.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$5,898.00	\$0.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$29,093.56	\$909,402.63	\$4,463,571.83	20.37	79.63
9) Total Expenditures		\$29,093.56	\$909,402.63	\$4,463,571.83	20.37	79.63
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$689,500.00	\$3,852,689.00	17.90	82.10
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$689,500.00	\$3,852,689.00	17.90	82.10
NET INCREASE (DECREASE) IN FUND BALANCE		(\$29,093.56)	(\$214,004.63)	(\$610,882.83)		
ENDING FUND BALANCE			\$396,878.20	\$0.00		

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

Fiscal Position Report

February 2019

3/11/2019 1:20:12PM

Fund: 4000 Special Reserve - Capital Outlay

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$4,008,824.84	\$4,008,824.84		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$31,413.20	\$40,000.00	78.53	21.47
5) Total, Revenues		\$0.00	\$31,413.20	\$40,000.00	78.53	21.47
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$1,133.75	\$20,000.00	5.67	94.33
6) Capital Outlay	6000-6999	\$0.00	\$4,800.00	\$54,000.00	8.89	91.11
9) Total Expenditures		\$0.00	\$5,933.75	\$74,000.00	8.02	91.98
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$300,000.00	0.00	100.00
B) Transfers Out	7610-7629	\$0.00	\$689,500.00	\$3,724,500.00	18.51	81.49
4) Total, Other Financing Sources/Uses		\$0.00	(\$689,500.00)	(\$3,424,500.00)	17.13	82.87
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$664,020.55)	(\$3,458,500.00)		
ENDING FUND BALANCE			\$3,344,804.29	\$550,324.84		

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

Fiscal Position Report
 February 2019

Fund: 6720 Self-Insurance/Other

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$483,868.56	\$483,868.56		
REVENUES						
4) Other Local Revenues	8600-8799	\$56,494.06	\$384,330.60	\$694,000.00	55.38	44.62
5) Total, Revenues		\$56,494.06	\$384,330.60	\$694,000.00	55.38	44.62
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$56,005.85	\$357,678.50	\$658,500.00	54.32	45.68
9) Total Expenditures		\$56,005.85	\$357,678.50	\$658,500.00	54.32	45.68
NET INCREASE (DECREASE) IN FUND BALANCE		\$488.21	\$26,652.10	\$35,500.00		
ENDING FUND BALANCE			\$510,520.66	\$519,368.56		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 14, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 13, 2019

ITEM:

- Receive for information the HESD Parent Survey 2019

PURPOSE: The HESD Parent Survey provides information that informs the development of the district's comprehensive plans. These plans include the Local Control Accountability Plan (LCAP), the LCAP Federal Addendum, and School Plans for Student Achievement. The HESD Parent Survey is one of a number of methods the district employs to provide our stakeholders with opportunities to provide input into the district's programs and services for students. The HESD Parent Survey also provides information for the Local Indicators on the California School Dashboard.

FISCAL IMPACT: None

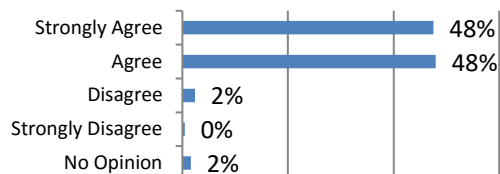
RECOMMENDATIONS: Receive for Information the HESD Parent Survey 2019

Hanford Elementary School District

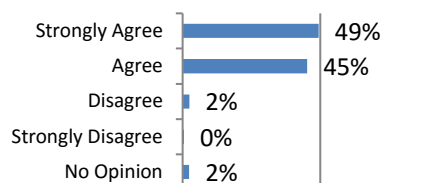
Title I Parent Survey 2018-2019

District Totals

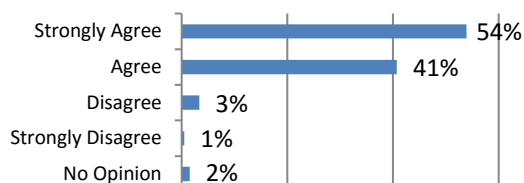
1) My child is receiving satisfactory instruction in Language Arts and Math.



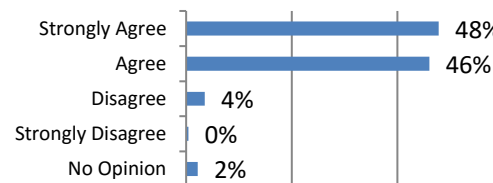
2) The Report to Parent helps me to understand what my child is expected to achieve in English Language Arts and Math.



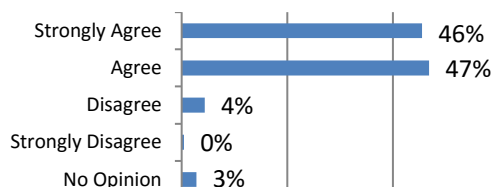
3) I receive information about my child's progress in the classroom (such as yellow cards, notes, phone calls, progress reports, etc.)



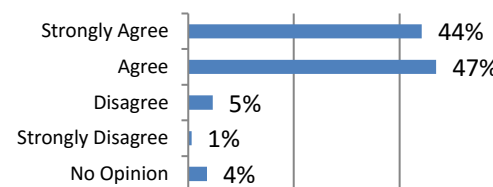
4) My child receives adequate support so he can make satisfactory progress toward the Standards in Language Arts and/or Math.



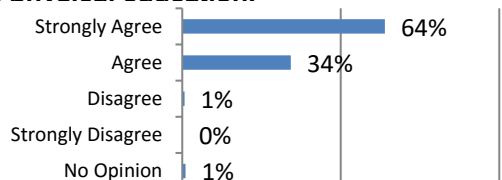
5) There are adequate opportunities for me to become informed about the school's programs.



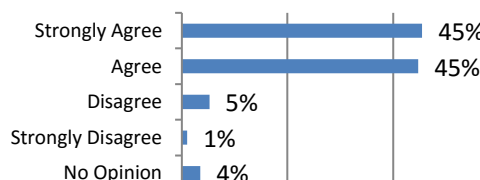
6) There are adequate opportunities for me to become involved in my child's school.



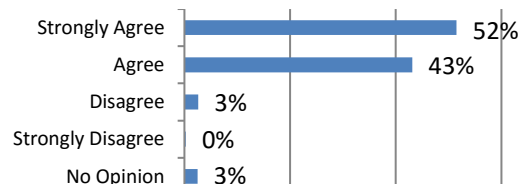
7) In addition to English language arts and mathematics, it is important for my child to have instruction in science, history, art, music, and physical education.



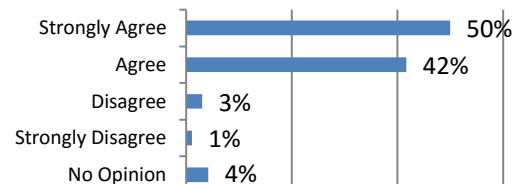
8) I have been given suggestions/ideas to use at home to help my child meet grade level standards in English Language Arts and Math.



9) When I have questions about my child's class work, I can ask for clarification and assistance from my child's school.

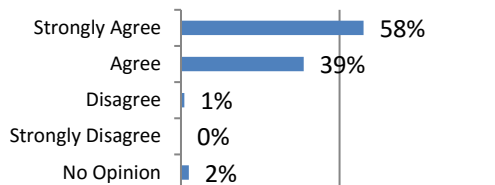


10) My child is safe at school.

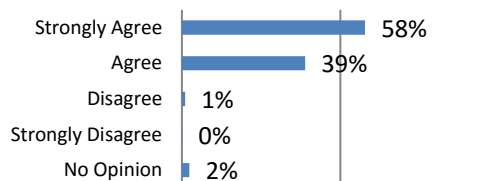


Hanford Elementary School District Title I Parent Survey 2018-2019 District Totals

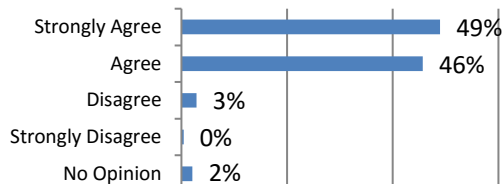
11) The Parent/Teacher Conference was helpful to me in understanding my child's progress towards meeting English Language Arts and Math Standards.



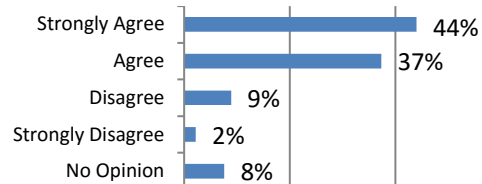
12) It is important for my child to attend academic study trips that are aligned with classroom instruction including travel to museums, zoos, state and national parks.



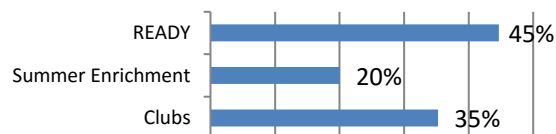
13) I receive adequate information regarding parent meeting/activities such as School Site Council, English Learner Advisory Committee, parent Workshops, Back to School Night, and Parent Education Presentations.



14) It would benefit my child academically to have the opportunity to take a school laptop computer home from school each day for homework assignments.



Which of the programs/activities below are the most important to continue/expand?



HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 14, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 13, 2019

ITEM:

- Receive for information the HESD LCAP Student Survey 2019

PURPOSE: The HESD LCAP Student Survey provides information that informs the development of the district's comprehensive plans. These plans include the Local Control Accountability Plan (LCAP), the LCAP Federal Addendum, and School Plans for Student Achievement. The HESD LCAP Student Survey is one of a number of methods the district employs to provide our stakeholders with opportunities to provide input into the district's programs and services for students. The HESD LCAP Student Survey also provides information for the Local Indicators on the California School Dashboard.

FISCAL IMPACT: None**RECOMMENDATIONS:** Receive for Information the HESD LCAP Student Survey 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **March 15, 2019**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: **March 27, 2019****ITEM: BP 6161.3 - Toxic Art Supplies****PURPOSE:**

Receive information regarding deletion of **BP 6161.3 - Toxic Art Supplies**
Policy deleted and key concepts incorporated into BP 3514.1 - Hazardous Substances.

FISCAL IMPACT: None at this time**RECOMMENDATIONS: Information Item - for first reading and review**

Hanford ESD

Board Policy

Toxic Art Supplies

BP 6161.3-

Instruction

The Board of Trustees recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent or designee shall develop procedures for the purchase, use and proper disposal of arts and crafts materials which ensure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards.

The Superintendent or designee shall ensure that arts and crafts material purchased for use by students in grades K-6 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7 and 8 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent or designee shall ensure that arts and crafts materials purchased for use in grades 7 and 8 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage.

(cf. 3514—Environmental Safety)
(cf. 3514.1—Hazardous Substances)
(cf. 5142—Safety)

Legal Reference:

EDUCATION CODE

32060—Legislative findings and declarations

32061—Art or craft material; definition

32062—Human carcinogen; definition

32063—Toxic substance causing chronic illness; definition

32064—Restrictions on purchases of arts and crafts materials

32065—Warning labels

32066—List of toxic art supplies; preparation and distribution

HEALTH AND SAFETY CODE

108500-108515—Labeling of arts and crafts materials

PENAL CODE

594.1—Aerosol containers of paint

Management Resources:

~~CDE PROGRAM ADVISORIES:~~

~~0712.94 Toxic Art Supplies—List of Approved Products CIL :94/95-01~~

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

DELETED

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Receive the following Administrative Regulation for information:
AR 3230 – Federal Grant Funds

PURPOSE:

Regulation updated to clarify that any federal formula or discretionary grant funds awarded to the district, including a federally funded child nutrition program according to NEW LAW (SB 544), must comply with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Administrative Regulation at the next board meeting:
AR 3230 – Federal Grant Funds

Hanford ESD

Administrative Regulation

Federal Grant Funds

AR 3230

Business and Noninstructional Operations

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure ~~of federal funds in~~ accordance with 2 CFR 200.400-200.475 and the terms and conditions of the ~~federal grant~~ award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services) ~~Period of Performance~~

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

When procuring goods and services with a federal grant ~~On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance,~~ the Superintendent or designee shall comply with the standards ~~contained~~ specified in 2 CFR 200.317-200.326 and Appendix II of Part 200, or ~~with when procuring goods and services needed to carry out a federal grant as well as~~ any

~~applicable more restrictive state law or laws and district policy that is more restrictive policies concerning the procurement of goods and services.~~

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1.- Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)

2.- For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)

3.- Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless -exempt from bidding under the law.

(cf. 3311 - Bids)

4.- If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5.- Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)

6.- Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the~~whose~~ cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect

wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value.

(2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with -applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

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

(cf. 3580 - District Records)

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: October 26, 2016 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3551 – Food Service Operations/Cafeteria Fund

PURPOSE:

Policy updated to reflect NEW LAW (SB 250) which requires districts to make their meal charge policy public and ensure that students with unpaid meal fees are not shamed or treated differently than other students. Section on "Procurement of Foods, Equipment, and Supplies" reflects NEW LAW (SB 730) which requires the California Department of Education (CDE) to provide information about the Buy American provision, NEW LAW (AB 822) which requires a preference for California-grown agricultural products with specified exceptions, and NEW LAW (SB 544) which clarifies that procurements in federally funded nutrition programs are subject to the procurement standards of the federal Uniform Guidance. Regulation updated to reflect provisions of SB 250 which require districts to notify parents/guardians within 10 days of a negative balance in their child's school meal account and to exhaust all options to enroll the student in the free and reduced-price meal program if he/she is eligible. Regulation also adds new section reflecting NEW LAW (SB 557) which authorizes donation of unused, unopened foods to a food bank or other nonprofit charitable organization.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy and Administrative Regulation at the next board meeting:
 BP/AR 3551 – Food Service Operations/Cafeteria Fund

Hanford ESD

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

The Board of Trustees intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of ~~foods~~~~food~~ and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food service personnel possess the required~~appropriate~~ qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084

and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

(cf. 3553 - Free and Reduced Price Meals)

~~Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.~~

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)

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

(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use
 38090-38095 Cafeterias, funds and accounts
 38100-38103 Cafeterias, allocation of charges
 42646 Alternate payroll procedure
 45103.5 Contracts for management consulting services; restrictions
 49490-49493 School breakfast and lunch programs
 49500-49505 School meals
 49554 Contract for services

49550-49564.5 Meals for needy students

49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.318-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

~~225—Cost Principles for State, Local, and Indian Tribal Governments~~

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

~~Cafeteria Funds—Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013~~

~~Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012~~

~~Storage and Inventory Management of U.S. United States Department of Agriculture (USDA)—~~

~~Donated Foods, NSD Management Bulletin, —USDA-FDP-01-2018, January 201802-2010,—~~

~~August 2010~~

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin, USDA-SNP-06-2015, May 2015~~01-2008, February 2008~~

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013
Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

~~Financial Management of the School Meal Programs, Correspondence, August 30, 2013~~

~~Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011~~

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: February 11, 2015

revised:

Hanford ESD

Administrative Regulation

Food Service Operations/Cafeteria Fund

AR 3551

Business and Noninstructional Operations

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. -The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

~~Students and their parents/guardians shall be notified whenever their account has~~
In any school that uses a system zero balance. Whenever a student's account has an unpaid-

~~balance of \$3 or more, students requesting a meal are offered an alternative meal until the account unpaid balance is paid.~~

~~In tickets or other similar mediums of exchange rather than an electronic point-of-sale system repeated nonpayment by a student, the Superintendent or designee shall develop a process may contact parents/guardians to discuss the reasons for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the the nonpayment. The Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for that student free or reduced-price meals or need referral to social services.~~

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. -The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district shall not direct any action toward a student to collect unpaid school meal fees.

(Education Code 49557.5)

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to ~~CDEthe California Department of Education (CDE)~~ using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. ~~The~~ income and expenditures of any cafeteria revolving account established by the Governing ~~Board of Trustees~~ shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for ~~those~~ expenditures authorized by the Board as necessary for the operation of school cafeterias ~~in~~ accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII225, and the California School Accounting Manual. ~~—~~

~~(Education Code 38091, 38101; 2 CFR 225)~~

~~These expenditures may include, but are not limited to, expenditures for the following:—
(Education Code 38091)~~

- ~~1. Construction, alteration, or improvement of a central food processing plant~~
- ~~2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant~~
- ~~3. Vending machines and their installation and housing~~
- ~~4. Computer equipment and related software~~
- ~~5. Lease or purchase of vehicles used primarily in connection with the central food processing plant~~

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

~~Any funds derived from the sale of cafeteria food and deposited in a Board established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment.—(Education Code 38102)~~

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220240.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation

5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. – USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.~~59~~⁶⁰)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. –All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

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

(cf. 4212 - Appointments and Conditions of Employment)

reviewed: May 16, 2001

reviewed: February 11, 2015

reviewed:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Receive the following Board Policy and Administrative Regulation for information:

BP/AR 3553 – Free and Reduced Meals

PURPOSE:

The attached Board Policy and Administrative Regulation are being updated to reflect NEW LAW (SB 138) which requires districts to apply by September 1, 2018, for a federal universal meal service for "very high poverty schools," as defined, for the purpose of providing breakfast and/or lunch free of charge to all students enrolled at the school. An exception exists for districts whose board adopts a resolution stating the district is unable to comply due to fiscal hardship. Regulation updated to reflect a provision of SB 138 which requires direct certification of students' eligibility for free or reduced-price meals based on their Medi-Cal participation. In both BP and AR, section related to confidentiality and allowable purposes for sharing students' free and reduced-price meal eligibility information revised to reflect the elimination of Title I program improvement.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3553 – Free and Reduced Meals

Hanford ESD

Board Policy

Free And Reduced Price Meals

BP 3553

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

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

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at

no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the ~~CDE~~California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price ~~meal~~meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price ~~meal~~meals program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

(cf. 6162.51 - State Academic Achievement Tests)

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576~~alternative supports in any school identified as a Title I program improvement school~~

(cf. ~~0520.2 - Title I Program Improvement Schools~~)

(~~cf.~~ 6171 - Title I Programs)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public

Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 _Notice at beginning of term
 49430-49434 _Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 _School breakfast and lunch programs
 49500-49505 _School meals
 49510-49520 _Nutrition
 49530-49536 _Child Nutrition Act of 1974
 49547-49548.3 _Comprehensive nutrition service
 49550-~~49564.5~~ ~~49562~~ Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 _Mandatory meals for needy students
 15530-15535 _Nutrition education
 15550-15565 _School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g _Federal Educational Rights and Privacy Act
~~6301-6576 Elementary and Secondary Education Act~~
~~6301-6514 Title I programs~~

UNITED STATES CODE, TITLE 42

1751-1769j _School lunch program
 1771-1791 _Child nutrition, especially:
 1773 _School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 _National School Lunch Program
 220.10-220.21 _National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

~~WELFARE AND INSTITUTIONS CODE~~

~~14005.41 Basic health care~~

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: -A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness:- A Healthy Food and Physical Activity Policy Resource Guide, 2012

~~CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS~~

~~NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015~~

~~USDA SNP-07-2010 Change in Free and Reduced Price Meal Application Approval Process, September 2010~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Feed More Kids, Improve Program Participation~~

Direct Certification Implementation Checklist Free and Reduced-Price Meals: Universal Meal Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018 Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

Provision 2 Guidance: -National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

California Department of Education, Nutrition Services Division: -<http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://cfpa.net> ~~Healthy Kids Resource Center: -
<http://www.californiahealthykids.org>~~

California Project LEAN (Leaders Encouraging Activity and Nutrition): -
<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: -<http://www.fns.usda.gov/cnd>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: November 18, 1998 Hanford, California

reviewed: May 16, 2001

revised: December 8, 2006

revised: June 15, 2011

revised: April 26, 2017

revised:

Hanford ESD

Administrative Regulation

Free And Reduced Price Meals

AR 3553

Business and Noninstructional Operations

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

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

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

(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price ~~meal~~meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants~~When authorized by law, participants~~ in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal~~other federal or state~~ programs ~~shall~~may be directly certified~~, without further application,~~ for enrollment in the free and reduced-price ~~meal~~meals program ~~without further application. Participants in other state or federal programs may be directly certified when authorized by law.~~ (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price ~~meal~~meals program for the

purpose of disaggregation of academic achievement data and/or for the provision of identification of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.~~students who are eligible for alternative supports in a Title I program improvement school:~~

Director of Program Development, Assessment and Accountability

In using the records for such purposes, the Superintendent or designee shall ensure that:
(Education Code 49558)

1. No individual indicators of participation in the free and reduced-price ~~meal~~meals program are maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price ~~meal~~meals program is not publicly released.

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

3. All other confidentiality provisions required by law are met.

4. Information collected regarding individual students certified to participate in the free and reduced-price ~~meal~~meals program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following:
(Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education

Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: November 18, 1998 Hanford, California

reviewed: May 16, 2001

revised: June 15, 2011

revised: April 26, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: March 18, 2019

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

Date you wish to have your item considered: 3/27/19

ITEM: Consider for Adoption the following revised Board Policy:

BP/AR 5111 - Admission

PURPOSE: Policy updated to reflect state law prohibiting the collection of social security numbers or the last four digits of the social security numbers of students or their parents/guardians, unless otherwise required by law. Policy also reflects NEW LAW (AB 699) which prohibits districts from inquiring into students' citizenship or immigration status and the California Attorney General's model policy which provides that, under the limited circumstances when such information must be collected to comply with eligibility requirements for special state or federal programs, such information should be collected separately from the school enrollment process. Regulation updated to reflect a requirement of the Attorney General's model policy that prohibits districts from requiring documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. Regulation also reflects the authority to accept a parent/guardian affidavit as evidence of a child's age when other documentation is not available.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Admission

BP 5111

Students

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

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

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)

Verification of Admission Eligibility

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 district shall not inquire into or request documentation of a student's social security number

or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

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

(cf. 5145.13 - Response to Immigration Enforcement)

(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be oneensure that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a the enrollment of a homeless student, or foster youth, student who has had contact with the juvenile justice system, child or a child of a military family regardless is not delayed because of outstanding fees or fines owed to the student's child's last school, lack of clothing normally required by the school, such as school uniforms, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

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

~~5119—Students Expelled from Other Districts)~~

~~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

234.7 Student protections relating to immigration and citizenship status

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

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49076.7 Student records; data privacy; social security numbers

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-~~49703~~~~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 542552a Note Refusal to disclose social security number

UNITED STATES CODE, TITLE 4211431-11435 McKinney-~~Vento~~ Homeless Assistance ActCOURT DECISIONSPlyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONSLegal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONSPromoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONSDear Colleague Letter: School Enrollment Procedures, May 8, 2014~~6, 2014~~Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014WEB SITESCSBA: <http://www.csba.org>California Department of Education, Health Care Coverage and Enrollment Assistance: ÷
<http://www.cde.ca.gov/ls/he/hc>California Office of the Attorney General: <http://oag.ca.gov>U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

revised: September 23, 2015

revised: _____

Hanford ESD

Administrative Regulation

Admission

AR 5111

Students

Age of Admittance to Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any ~~otherwise-~~ eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport

4. When none of the ~~above documents~~~~foregoing~~ is obtainable, an affidavit of the parent/guardian

5. ~~Other may provide any other appropriate~~ means prescribed by~~of proving~~ the Boardage of the child. (Education Code 48002)

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 13, 2012

revised: September 23, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: March 18, 2019

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

Date you wish to have your item considered: 3/27/19

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

BP/AR 5111.1 - District Residency

PURPOSE: Policy and regulation updated to reflect NEW LAW (AB 699) which prohibits districts from collecting information or documents regarding the citizenship or immigration status of students or their family members. Regulation also updated to reflect NEW LAWS providing that a student meets district residency requirements if the student's parent/guardian is transferring or pending transfer to a military installation within the state (SB 455), or the student's parent/guardian was a resident of California who departed the state against his/her will pursuant to a transfer by a government agency, a court order, or the federal Immigration and Nationality Act (SB 257).

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

District Residency

BP 5111.1

Students

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

(cf. 5116 - School Attendance Boundaries)

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

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

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

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing ~~students'~~~~a student's~~ residency for enrollment purposes, the Superintendent or designee shall not inquire into ~~thea student's~~ citizenship or immigration status of students or their family members.

(cf. 5145.13 - Response to Immigration Enforcement)

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

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to

determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

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

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

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

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

Appeal of Enrollment Denial

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

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

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

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

OPTION 1: In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

[234.7 Student protections relating to immigration and citizenship status](#)

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.42 Evidence of residency

48300-~~48317~~~~48316~~ Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 8

[1229c Immigration and Nationality Act](#)[UNITED STATES CODE, TITLE 42](#)

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

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

[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

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

[CALIFORNIA ATTORNEY GENERAL'S OFFICE PUBLICATIONS](#)[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018](#)

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

[Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014](#)

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

WEB SITES

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

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

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

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

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 27, 2016 Hanford, California

revised: January 10, 2018

revised:

Hanford ESD

Administrative Regulation

District Residency

AR 5111.1
Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student is admitted through an interdistrict attendance option, ~~such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer.~~ (Education Code 46600, 48204, 48301, 48356)
 (cf. 5117 - Interdistrict Attendance)
 (cf. 5118 - Open Enrollment Act Transfers)
4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)
 (cf. 6183 - Home and Hospital Instruction)
8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state.~~district boundaries.~~ (Education Code 48204.3)

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

10. The student's parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure. (Education Code 48204.4)

(cf. 5145.13 - Response to Immigration Enforcement)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

 Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose

parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

The district shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the district. (Education Code 234.7)

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

A parent/guardian who is transferred or pending transfer into a military installation within the state shall provide proof of residence in the district within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal

government or public-private venture off-base military housing. (Education Code 48204.3)

A student whose parent/guardian's departure from the state occurred against his/her will pursuant to item #10 in the section "Criteria for Residency" above shall be in compliance with district residency requirements if he/she provides official documentation of the parent/guardian's departure and evidence demonstrating that the student was enrolled in a public school in California immediately before moving outside the state. (Education Code 48204.4)

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

(cf. 3580 - District Records)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 27, 2016 Hanford, California

revised: November 8, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: March 18, 2019

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

Date you wish to have your item considered: 3/27/19

ITEM: Consider for Adoption the following revised Board Policy:

BP/AR 5125 - Student Records

PURPOSE: Policy updated to reflect the California Attorney General's model policy, developed pursuant to NEW LAW (AB 699), which (1) prohibits districts from collecting information regarding students' citizenship or immigration status, and (2) requires district staff to receive training in the gathering and handling of sensitive student information. Policy also reflects state law limiting the collection of students' social security numbers or the last four digits of the social security numbers, and NEW LAW (SB 31) which prohibits districts from assisting in the compilation of a list, registry, or database based on students' national origin, ethnicity, or religion. Regulation updated to reflect NEW LAW (SB 233) which expands the types of records related to foster youth that must be made accessible to specified agencies, and a requirement of the Attorney General's model policy that the annual parental notification include a statement that a student's citizenship, place of birth, or national origin will not be released without parental consent or a court order.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Student Records

BP 5125

Students

The ~~Governing~~ Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. ~~The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.~~

The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law ~~and shall protect students and their families from invasion of privacy.~~

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration

enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations
 48904-48904.3 Withholding grades, diplomas, or transcripts
 48918 Rules governing expulsion procedures
 48980 Parental notifications
 48985 Notices in parent/guardian's primary language
 49060-49079 Student records
 49091.14 Parental review of curriculum
 51747 Independent study
 56041.5 Rights of students with disabilities
 56050 Surrogate parents
 56055 Foster parents
 69432.9 Cal Grant program; notification of grade point average
 BUSINESS AND PROFESSIONS CODE
 22580-22582 Digital privacy
 22584-22585 Student Online Personal Information Protection Act
[22586-22587 Early Learning Personal Information Protection Act](#)
 CODE OF CIVIL PROCEDURE
 1985.3 Subpoena duces tecum
 FAMILY CODE
 3025 Access to records by noncustodial parents
 6552 Caregiver's authorization affidavit
 GOVERNMENT CODE
 6252-6260 Inspection of public records
 HEALTH AND SAFETY CODE
 120440 Immunizations; disclosure of information
 PENAL CODE
 245 Assault with deadly weapon
 WELFARE AND INSTITUTIONS CODE
 681 Truancy petitions
 701 Juvenile court law
 16010 Health and education records of a minor
 CODE OF REGULATIONS, TITLE 5
 430-438 Individual student records
 16020-16027 Destruction of records of school districts
 UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act
 1232h Protection of Pupil Rights Amendment
 UNITED STATES CODE, TITLE 26
 152 Definition of dependent child
 UNITED STATES CODE, TITLE 42
 11434a McKinney-Vento Homeless Assistance Act; definitions
 CODE OF FEDERAL REGULATIONS, TITLE 16
 Part 312 Children's Online Privacy Protection Rule
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 Family Educational Rights and Privacy
 300.501 Opportunity to examine records for parents of student with disability

Management Resources:

CSBA PUBLICATIONS

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

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

IDEA and FERPA Confidentiality Provisions, 2014

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

WEB SITES

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

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

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Family Policy Compliance,
<http://www.ed.gov/policy/gen/guid/fpco>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 9, 2015

revised:

Hanford ESD

Administrative Regulation

Student Records

AR 5125
Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or

foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education

Code 49076; 34 CFR 99.31)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

6. ——— Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program

or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

—When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A14.—Any foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible students for the education or case management purposes of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent accessing those students' records of grades, and transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

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

(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

—When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals —(Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. _ (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district,

in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

———When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

———Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained ~~at~~ different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

~~When prior written consent from a parent/guardian is~~ required by law, the parent/guardian shall provide ~~a~~ written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. ~~–~~ The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. ~~–~~ Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for records that was denied and the reason for the denial.

The log shall~~may~~ include requests for record of access to records by: ~~—(Education Code 49064)~~

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials and employees who have a legitimate educational interest

6. Law enforcement personnel seeking to enforce immigration laws

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. ~~No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student.~~ No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation.~~pursuant to a court order.~~ However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5145.3 - Nondiscrimination/Harassment)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

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

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

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

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district.

These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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

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

2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English ~~Language~~-Learners)

6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years

(cf. 6162.51 - State Academic Achievement Tests)

~~(cf. 6162.52 - High School Exit Examination)~~

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. ~~The~~ original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices ~~into~~ that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

--- Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 24, 2013 Hanford, California

revised: September 9, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 18, 2019

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 27, 2019

ITEM

Consider approval for construction inspection and testing services agreement with RMA Geoscience for the Lincoln Kindergarten Wing Addition project.

PURPOSE

Services to be performed at various sites include: grading observation and testing, compaction testing of trench backfill and parking lot improvements, reinforced concrete materials testing, structural steel shop and field welding and special inspection testing of post installed anchors.

FISCAL IMPACT

The estimated fee for this agreement is \$17,357.00

RECOMMENDATION

Approve construction inspection and testing services agreement with RMA Geoscience for the Lincoln Kindergarten Wing Addition project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GML*

DATE: March 18, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider award of construction services to Ardent General for the Lincoln Kindergarten Wing Addition project.

PURPOSE:

Bids were accepted until 2:00 p.m. on Thursday, March 7, 2019. All eligible bids received were opened, tabulated and will be presented to the Board.

FISCAL IMPACT:

Cost of the project will be \$2,133,700.

RECOMMENDATION:

Award construction services to Ardent General for the Lincoln Kindergarten Wing Addition project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 18, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider approval for inspection services agreement with TWB Inspections to oversee the Lincoln Kindergarten Wing Addition project.

PURPOSE:

The District is interested in having an inspector to oversee the construction of the Lincoln Kindergarten Wing Addition. TWB Inspections is certified by the Division of the State Architect and has worked with the District in the past.

FISCAL IMPACT:

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

RECOMMENDATION:

Approve inspection services contract with TWB Inspections to oversee the Lincoln Kindergarten Wing Addition project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GMM*

DATE: March 13, 2019

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider authorization to solicit bids for the Washington Modernization project.

PURPOSE:

The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project on June 10th.

FISCAL IMPACT:

The total estimated cost for labor and materials on this project is \$2.7 million.

RECOMMENDATION:

Authorize the solicitation of bids for the Washington Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 14, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 27, 2019

ITEM: BP 0400 Comprehensive Plans**PURPOSE:****BP 0400 - Comprehensive Plans** (BP revised)

Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

FISCAL IMPACT:

Comprehensive plans are a requirement of receiving funding under the Local Control Funding Formula, Title I, Title II, Title and III programs.

RECOMMENDATIONS: Approve BP 0400

Hanford ESD

Board Policy

Comprehensive Plans

BP 0400

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, ~~and~~ provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

~~Comprehensive~~The Superintendent or designee shall develop comprehensive plans adopted byfor the district shall include the local control~~implementation of the district's vision and accountability plan (LCAP)goals, on specific policy topics and on other plansareas as~~ required by law or determined by the Board to be in the best interest of the district. Such—As—appropriate, comprehensive plans may describe, ~~but not be limited to,~~ anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.—

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 1112 -- Media Relations)

~~(cf. 2123 - Evaluation of the Superintendent)~~

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

(cf. ~~6010 - Goals and Objectives~~)

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6190 - Evaluation of the Instructional Program)~~

(cf. 7110 - Facilities Master Plan)

~~Comprehensive plans may be subject to review and approval by the Board.~~

The process for developing comprehensive plans shall ~~include~~invite broad participation of school and community representatives. ~~Committees may, and when required by law shall,~~ be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board. ~~Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.~~

~~(cf. 0420.5—School-Based Decision Making)~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

(cf. 9130 - Board Committees)–

~~School~~In addition, ~~school~~-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, ~~district vision~~, Board policies, ~~district~~ administrative regulations, ~~the district vision, the LCAP~~, and ~~other~~ districtwide plans. – School plans ~~shall~~may be subject to review and approval of the Superintendent or designee, except when law –and/or the Board policy requires Board approval of the plan.

(cf. 0420 - School Plans/Site Councils)

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

~~(cf. 0420.1—School-Based Program Coordination)~~

~~(cf. 0420.2—School Improvement Program)~~

~~(cf. 0420.3—School-Based Student Motivation and Maintenance Program)~~

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35035 Powers and duties of the superintendent~~Superintendent~~

35291 Rules (power of governing board~~Board of Trustees)~~

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

Management Resources:

~~CSBA PUBLICATIONS~~

~~Maximizing School Board Leadership: Vision, 1996~~

WEB SITES

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised: March 13, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 14, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 13, 2019

ITEM:

Receive the following revised Board Policy and Administrative Regulation for information (Deletion):

- **BP/AR 0520.2 - Title I Program Improvement Schools**

PURPOSE: (BP/AR deleted)

Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

FISCAL IMPACT: None**RECOMMENDATIONS:** Delete BP/AR 0520.2

Hanford ESD

Board Policy

Title I Program Improvement Schools

BP 0520.2-

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011—Academic Standards)

(cf. 6162.5—Student Assessment)

(cf. 6162.51—State Academic Achievement Tests)

(cf. 6171—Title I Programs)

The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board approved school improvement plan.

(cf. 0420—School Plans/Site Councils)

(cf. 0460—Local Control and Accountability Plan)

(cf. 5116.1—Intradistrict Open Enrollment)

(cf. 6179—Supplemental Instruction)

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510—School Accountability Report Card)
(cf. 6190—Evaluation of the Instructional Program)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113—District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200–53203 Persistently lowest achieving schools

53300–53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992–11994 Persistently dangerous schools, definition

4800–4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1–99.67 Family Educational Rights and Privacy

200.49–200.51 State responsibilities

200.52–200.53 District improvement

~~Management Resources:~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016~~

~~FEDERAL REGISTER~~

~~Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages-64436-64513~~

~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016~~

~~WEB SITES~~

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

~~California Department of Education, Program Improvement:~~

~~<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>~~

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

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: April 23, 2003 — Hanford, California~~

~~revised: February 9, 2005~~

~~revised: September 16, 2009~~

~~revised: December 11, 2013~~

~~revised: January 22, 2014~~

~~revised: November 9, 2016~~

Hanford ESD

Administrative Regulation

Title I Program Improvement Schools

AR 0520.2–

Philosophy, Goals, Objectives and Comprehensive Plans

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

(cf. 6171—Title I Programs)

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:

1. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
2. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100—Budget)

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

~~Year 3 Program Improvement: Corrective Action~~

~~After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:~~

~~1. Replacing school staff relevant to the failure~~

~~(cf. 4113—Assignment)~~

~~(cf. 4114—Transfers)~~

~~(cf. 4314—Transfers)~~

~~2. Implementing a new curriculum and related professional development~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~(cf. 6141—Curriculum Development and Evaluation)~~

~~3. Significantly decreasing management authority at the school level~~

~~4. Appointing an outside expert to advise the school~~

~~5. Extending the school year or school day for the school~~

~~(cf. 6111—School Calendar)~~

~~(cf. 6112—School Day)~~

~~6. Restructuring the internal organization of the school~~

~~Year 4 Program Improvement and Beyond: Restructuring~~

~~For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:~~

~~1. Reopening the school as a charter school~~

~~2. Replacing all or most of the school staff relevant to the failure~~

~~3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school~~

~~4. Turning the operation of the school over to the CDE~~

~~5. — Instituting any other major restructuring of the school's governance arrangements that makes fundamental reforms~~

~~Alternative Supports~~

~~In any school identified for Year 2 PI or beyond, eligible students from low income families shall be offered district selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:~~

~~1. — Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs~~

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

~~(cf. 6176 — Weekend/Saturday Classes)~~

~~(cf. 6177 — Summer Learning Programs)~~

~~(cf. 6179 — Supplemental Instruction)~~

~~2. — Small group instruction and/or pull out interventions offered during the regular school day~~

~~3. — Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs~~

~~4. — High quality academic tutoring~~

~~5. — Provision of supplemental materials that support alternative support services~~

~~6. — Provision of a crisis, intervention, and/or academic counselor to meet with eligible students~~

~~7. — Services and programs that remove barriers to promote academic achievement of eligible students~~

~~The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.~~

~~(cf. 0460 — Local Control and Accountability Plan)~~

~~If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.~~

~~The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give~~

~~priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.~~

~~Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~approved: May 19, 2004 — Hanford, California~~

~~revised: February 9, 2005~~

~~revised: September 16, 2009~~

~~revised: December 11, 2013~~

~~revised: January 22, 2014~~

~~revised: November 9, 2016~~

DELETED

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 14, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 13, 2019

ITEM:

Receive the following revised Board Policy and Administrative Regulation for information (Deletion):

- BP 0520.3 Title I Program Improvement Districts

PURPOSE:

BP 0520.3 - Title I Program Improvement Districts (BP deleted)

Policy deleted as federal program improvement requirements have been replaced by a new system of comprehensive and targeted improvement established by Every Student Succeeds Act.

FISCAL IMPACT: None

RECOMMENDATIONS: Delete BP 0520.3

Hanford ESD

Board Policy

Title I Program Improvement Districts

~~BP 0520.3-~~

~~Philosophy, Goals, Objectives and Comprehensive Plans~~

~~The Governing Board desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.~~

~~(cf. 0460—Local Control and Accountability Plan)
(cf. 0500—Accountability)
(cf. 0520.2—Title I Program Improvement Schools)
(cf. 6011—Academic Standards)
(cf. 6162.51—State Academic Achievement Tests)~~

~~The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE).~~

~~The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.~~

~~Each year that the district is in PI status, it shall:~~

~~1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan-addendum shall be approved by the Board and electronically submitted to the CDE.~~

~~(cf. 6171—Title I Programs)~~

~~2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff~~

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

~~In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned~~

~~to assist the district pursuant to Education Code 52055.57.~~

~~The Superintendent or designee shall submit to the CDE an annual report regarding the district's evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.~~

~~In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~52055.57-52055.59 Districts identified or at risk of identification for program improvement~~

~~52059 Statewide system of school support~~

~~UNITED STATES CODE, TITLE 20~~

~~6301 Title I program purpose~~

~~6311 State plan~~

~~6312 Local educational agency plan~~

~~6321 Fiscal responsibilities~~

~~Management Resources:~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016~~

~~Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016~~

~~WEB SITES~~

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

~~California Department of Education, Program Improvement:~~

~~<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>~~

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

~~Policy HANFORD ELEMENTARY SCHOOL DISTRICT~~

~~adopted: December 14, 2005 — Hanford, California~~

~~revised: June 3, 2009~~

~~revised: November 9, 2016~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 27, 2019

ITEM: BP/AR 6171 Title I Programs**PURPOSE:****BP/AR 6171 - Title I Programs** (BP revised)

Policy updated to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the district's local control and accountability plan to fulfill requirements for the Title I local educational agency plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. Regulation updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeted assistance programs, and participation by private school students.

FISCAL IMPACT:

The district receives approximately \$2,291,519 in federal Title I funding.

RECOMMENDATIONS: Approve BP/AR 6171

Hanford ESD

Board Policy

Title I Programs

BP 6171

Instruction

~~The Governing Board of Trustees desires~~In order to provide a high-quality education that enables all~~improve the academic achievement of~~ students to meet challenging state academic standards. In schools with a large number or percentage of~~from~~ economically disadvantaged families, the district shall use ~~federal~~ Title I funds to provide ~~supplementary~~ services that strengthen to reinforce the academic program~~core curriculum~~ and provide support to~~assist~~ students at risk of failing to achieve in attaining proficiency on state academic standards and assessments.

~~(cf.~~

~~5149—At Risk Students)~~

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - ~~State Academic Achievement Tests~~Standardized Testing and Reporting Program)

~~Title I funds~~The Superintendent or designee shall be used~~provide technical assistance and support to supplement, not supplant, funds available from state and local sources for the education of students~~any school participating in Title I programs, the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6314, 6321)

Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.)

(cf. 0420 - School Plans/Site Councils)

~~The~~(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

In addition, the district and each school receiving Title I funds shall develop a written parent/guardian and family engagement~~involvement~~ policy in accordance with 20 USC 6318.

(cf. 6020 - Parent Involvement)

~~Local Education Agency Plan~~

~~The Superintendent or designee shall consult with teachers, principals, administrators, other appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and, as necessary, the revision of a local educational agency (LEA) plan. The plan and any revisions shall be submitted to the Board of Trustees for approval. (20 USC 6312)~~

~~The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low achieving students meet challenging academic standards.~~

~~The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.~~

Comparability of Services

~~In~~State and local funds used in schools receiving Title I funds, state and local funds shall be used to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

~~To demonstrate comparability~~The Board of services among district schools, the district~~Trustees shall:~~

1. Adopt and implement~~adopt~~ a districtwide salary schedule
2. Ensure equivalence in teachers, administrators, and other staff, as measured by either~~and the Superintendent or~~ both of the following:
 - a. The ratio of students to instructional staff at each Title I school within a grade span,~~designee shall establish procedures which~~ shall not exceed 110 percent of the average ratio for all non-Title I district schools within~~ensure~~ that grade span
 - b. Salary expenditures for instructional staff at each Title I school, which shall be no less than 90 percent of the average salary expenditure across non-Title I district schools.
3. Ensure equivalence in the provision of~~all district schools are provided with the same level of base funding, per student, for staff services,~~ curriculum materials and instructional supplies, by determining whether the per-student expenditure of state. ~~At the beginning of each school year, the ratio of students to teachers and other staff shall vary as little as possible from school to school. The Superintendent or designee shall maintain records of the quantity and~~ local funds for curriculum quality of instructional materials and instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average~~equipment at each school.~~

4. Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools

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

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to ~~disabled~~ students with disabilities, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

~~At the beginning of each school year, the~~

The Superintendent or designee shall ~~annually assess~~measure comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.—

Participation of Private School Students

The district shall provide or contract to provide special educational services, instructional services (including evaluations to determine the progress being made in meeting students' academic needs), counseling, mentoring, one-on-one tutoring, or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis in comparison to services and other benefits for public school students. (20 USC 6320, 7881)

Program Evaluation

~~The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments.— (20 USC 6312)~~

The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.

~~(cf. 0520.2 – Title I Program Improvement Schools)~~

~~(cf. 0500 - Accountability 0520.3 – Title I Program Improvement Districts)~~

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

11503 Parent involvement programs in Title I schools–

~~52060-52077 Local control and accountability plan~~~~52055.57 Districts identified or at risk of identification for program improvement~~~~54020-54028 Economic Impact Aid~~

54420-54425 State Compensatory Education

64001 Single plan for student achievement, consolidated application programs

UNITED STATES CODE, TITLE 20

6301 Program purpose

6311-6322 Improving basic programs for disadvantaged students, including:

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

6314 Title I schoolwide programs

6315 Targeted assistance schools

~~6316 School improvement~~6318 Parent ~~and family engagement~~involvement

6320 Participation of private school students

6321 Comparability of services

~~6333-6335 Grants to local educational agencies~~~~6391-6399 Education for migrant students~~

7881 Participation of private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.~~7379~~ Improving basic programs for disadvantaged students

Management Resources:–

~~CSBA PUBLICATIONS~~~~Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Frequently Asked Questions About Title I Schoolwide Programs~~~~Local Control and Accountability Plan Federal Addendum Template~~~~Meeting Title I, Part A Comparability Requirements, October 2017~~~~LEA Plan, rev. May 17, 2006~~~~Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, rev. November 1, 2005~~U.S. DEPARTMENT OF EDUCATION ~~PUBLICATIONS GUIDANCE~~~~Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended by the Every Student Succeeds Act, Non-Regulatory Guidance, November 21, 2016~~~~Title I Fiscal Issues, Non-Regulatory Guidance, February 2008May 26, 2006~~~~Designing Schoolwide Programs, Non-Regulatory Guidance, March 22, 2006~~~~Supplemental Educational Services, June 13, 2005~~

~~The Impact of the New Title I Requirements on Charter Schools, July 2004~~

~~Parental Involvement: Title I, Part A, April 23, 2004~~

~~Serving Preschool Children Under Title I, March 4, 2004~~

Title I Services to Eligible Private School Students, October 17, 2003

~~Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003~~

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov/sp/sw/iasa/titleone>

~~No Child Left Behind: <http://www.ed.gov/nclb>~~

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 1999 Hanford, California

revised: May 7, 2003

revised: February 21, 2007

revised: March 13, 2019

Hanford ESD

Administrative Regulation

Title I Programs

AR 6171
Instruction

Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. (20 USC 6314; 34 CFR 200.25)~~The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state and local sources for program purposes. (20 USC 6312, 6314)~~

~~Any participating school that does not meet these criteria may operate a Title I schoolwide program if it receives a waiver from the California Department of Education. (20 USC 6314)~~

~~Any school operating a schoolwide program shall develop a comprehensive plan with the involvement of parents/guardians, other members of the community to be served, annually review, and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of other federal education programs), the district, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, secondary school students as applicable, and other individuals determined by the school. (20 USC 6314)~~

~~update~~(cf. 0400 - Comprehensive Plans)

~~The schoolwide program plan shall be based on a comprehensive needs assessment of the entire school and shall be incorporated into a single plan for student achievement which also incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required for by other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)~~

(cf. 0420 - School Plans/Site Councils)

~~The plan~~~~A schoolwide program~~ shall describe ~~include~~: ~~(20 USC 6314)~~

~~1. A comprehensive needs assessment of the strategies that the entire school will implement to address school needs, including a description of how such strategies will: (20 USC 6314)~~

~~1. Provide opportunities for all the needs of migrant children, which includes the-~~

achievement of students, including economically disadvantaged students, ethnic subgroups, students with disabilities, and English learners, to meet ~~in relation to~~ state academic ~~content and achievement~~ standards

(cf. 6011 - Academic Standards)

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

~~(cf. 6162.51 - Standardized Testing and Reporting Program)~~

~~(cf. 6175 - Migrant Education Program)~~

2. ~~Schoolwide reform strategies that:~~

a. ~~Provide opportunities for all students to meet the state's proficient and advanced levels of achievement~~

b. Use ~~effective~~ methods and instructional strategies, ~~based on scientifically based research,~~ that strengthen the school's ~~core~~ academic program, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may ~~and~~ include programs, activities, and courses necessary to provide a well-rounded education ~~strategies for meeting the educational needs of historically underserved populations~~

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

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

(cf. 6141 - Curriculum Development and Evaluation)

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

3. Addresse. ~~Include strategies to address~~ the needs of all students in the school, but particularly the needs of ~~low-achieving students and~~ those at risk of not meeting state ~~academic achievement~~ standards, through activities which ~~who are members of the target population of any program that is part of the schoolwide program.~~ Such strategies may include the following:

a. Counseling, school-based mental health programs, specialized instructional support ~~counseling, student~~ services, mentoring services, ~~college and~~ other strategies to improve students' skills outside the academic subject areas ~~career awareness and preparation, and the integration of vocational and technical education programs.~~

(cf. ~~5149 - At Risk Students~~)

~~(cf. 5141.6 - School Health Services)~~ ~~6030 - Integrated Academic and Vocational Instruction~~)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success ~~Study~~ Teams)

b. Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school

d. ~~Address how the school will determine if student needs have been met~~

e. ~~Are consistent with and designed to implement state and local improvement plans, if any~~

(cf. 6141.4 - International Baccalaureate~~0520.2 - Title I Program Improvement Schools~~)

(cf. 6141.5 - Advanced Placement)~~0520.3 - Title I Program Improvement Districts~~)

3. ~~Instruction by highly qualified teachers~~

(cf. 6172.1 - Concurrent Enrollment in College Classes~~4112.24 - Teacher Qualifications Under the No Child Left Behind Act~~)

4. ~~High quality and ongoing professional~~(cf. 6178 - Career Technical Education)

c. Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act

d. Professional development and other activities for teachers, principals, paraprofessionals, and other school and, if appropriate, student services personnel to improve instruction and use of data from, other staff, and parents/guardians to enable all students in the school to meet state academic assessments and to recruit and retain effective teachers, particularly in high-need subjects~~achievement standards~~

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4131 - Staff Development)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

e5. ~~Strategies to attract high quality, highly qualified teachers to high need schools~~

(cf. ~~4111 - Recruitment and Selection~~)

6. ~~Strategies to increase parent involvement~~

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

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

7. ~~Plans for assisting preschool children in the transition from early childhood~~ education programs to local elementary school programs

(cf. 5148.36300 - Preschool/Early Childhood Education)

8. ~~Measures to include teachers in decisions regarding the use of academic assessments to provide information on, and to improve the achievement of, individual students and the overall~~

~~instructional program~~

~~9. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance~~

~~(cf. 6179—Supplemental Instruction)~~

~~10. The plan shall also include a description of any applicable federal, state, and local programs that will be consolidated in the schoolwide program. (20 USC 6314; 34 CFR 200.27)~~

The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet state academic standards. (20 USC 6314)

~~Coordination and integration of federal, state and local services and programs~~

Targeted Assistance ~~Programs~~Schools

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to eligible students who are failing, or most at risk of failing, to meet state academic standards. Students shall be identified on the basis of multiple, educationally related, objective criteria, except that students in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the district and supplemented by the school. (20 USC 6315)

Eligible students include those who are economically disadvantaged; students with disabilities; migrant students, including those who participated in a migrant education program pursuant to 20 USC 6391-6399 in the preceding two years; English learners; students who participated in a Head Start or state preschool program in the preceding two years; students in a local institution for neglected or delinquent children and youth or attending a community day program for such students; and homeless students. (20 USC 6315)

~~Any1—Students in grades 3–12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school.~~

~~2. Students in kindergarten through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians and developmentally appropriate measures~~

~~A~~ targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education~~achievement standards expected for all students~~

2. ~~Ensure that program planning is incorporated into existing school planning~~

~~3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, through activities which may include: give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I~~

a. Expanded learning time, before- and after-school programs, and summer programs and opportunities

b. A schoolwide tiered model to prevent and address behavior problems, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act

34. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs

~~4.~~

~~5. Provide instruction by highly qualified teachers~~

~~6. Provide opportunities for professional development to for teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support student services personnel, other staff and other school personnel parents/guardians who work with eligible students in Title I programs or in the regular education program. The professional development shall be provided using funds from Title I and, to the extent practicable, other sources.~~ participating students

~~7. Provide~~

~~5. Implement strategies to increase the parent involvement of parents/guardians of participating students~~

~~6. If appropriate and applicable, coordinate and integrate federal, state, and local services and programs, such as programs supported by the Elementary and Secondary Education Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career technical education programs, and comprehensive or targeted support and improvement activities under 20 USC 6311~~

~~7. Provide assurances to the Superintendent or designee that the program will:~~

a. Help provide an accelerated, high-quality curriculum

b. Minimize the removal of students from the regular classroom during regular school hours for instruction supported by Title I funds

c. On an ongoing basis, review the progress of participating students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet state academic standards

8. ~~Coordinate and integrate federal, state and local services and programs~~

Participation of Private School Students

~~The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)~~

Teachers, ~~other educational personnel~~, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent/guardian and family engagement involvement activities and professional development pursuant to 20 USC 6318, ~~and 6319~~. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation, and invite them to a meeting to discuss the intent of Title I and the roles of public and private school officials.

The Superintendent or designee shall consult, ~~in a meaningful and timely manner~~, with appropriate private school officials, in a meaningful and timely manner, ~~during the design and development of the district's Title I programs, with the goal of reaching agreement on how to provide equitable and effective programs for eligible private school students.~~ Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include consultation on issues such as the following~~a discussion of~~: (20 USC 6320, 7881; 34 CFR 200.5663)

1. How the needs of private school students will be identified
2. ~~What services will be offered~~
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to eligible private school students, ~~and~~ the proportion of funds to be that is allocated for such services, and how that proportion of funds is determined
6. The method or sources of data that are used to determine the number of students from

low-income families in participating school attendance areas who attend private schools

7. How and when the district will make decisions about the delivery of ~~services~~service to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider

8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor

9. Whether the district will provide services directly or through a separate government agency, consortium, entity, or third-party contractor

10. Whether to provide services to eligible private school students by pooling funds or on a school-by-school basis

11. When services will be provided, including the approximate time of day

12. Whether to consolidate and use funds provided under Title I with other funds available for services to private school students

If the district disagrees with the views of private school officials with respect to any of the above issues, the district shall provide the officials, in writing, the reasons that the district disagrees. (20 USC 6320)

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The ~~district~~Superintendent or designee shall maintain, and shall provide to the ~~CDE~~California Department of Education upon request, a written affirmation signed by officials of each participating private school that consultation has occurred. The affirmation shall provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to private school students. If private school officials do not provide the affirmation within a reasonable period of time, the district shall send documentation to the CDE demonstrating that the consultation has, or attempts at such consultation have, taken place. (20 USC 6320)-(20 USC 6320)

~~If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.~~

(cf. 3580 - District Records)

The Superintendent or designee ~~also~~ shall also maintain copies of program descriptions, notices, funding allocations, and other communications and records pertaining to the provision of services to ~~documenting that:~~

1. ~~The needs of private school teachers and/or private school students were identified.~~

(8/06 5/16) 3/182. The funds made available were equitable to those allocated for public school students and teachers.

3. The district's program met the needs of the private school teachers and/or private school students.

4. The district made efforts to resolve any complaints made by private school representatives.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: May 7, 2003

revised: February 21, 2007

revised: March 13, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **March 15, 2019**FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **March 27, 2019****ITEM:** BP 6142.93 – Science Instruction**PURPOSE:**

Approve updates to reflect the **NEW CURRICULUM FRAMEWORK** for science instruction adopted by the State Board of Education in November 2016 and the Next Generation Science Standards. Policy also adds new material related to the required course of study, science courses required for high school graduation, staff development, program evaluation, and safety in science laboratories.

No changes since presented at March 13, 2019 Board Meeting

FISCAL IMPACT: None at this time**RECOMMENDATIONS:** Approve Updates to BP 6142.93 – Science Instruction

Hanford ESD

Board Policy

Science Instruction

BP 6142.93

Instruction

The Board of Trustees believes that science education should focus on giving students an understanding of the biological and physical aspects of science, key scientific concepts, and methods of a capacity for scientific inquiry and investigation ways of thinking. Students should become familiar with the natural world and the interrelationshipinterrelation of science, mathematics, and technology, and engineering. As part of their science instruction, students should learn how to apply scientific knowledge and reasoningways of thinking for individual and social purposes.

(cf. 0440 - District Technology Plan)

(cf. 5145.8 - Refusal to Harm or Destroy Animals)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

~~(cf. 6146.1 - High School Graduation Requirements)~~

6162.7—Use of Technology in Instruction)

~~As a matter of principle, science teachers are professionally bound to limit their teaching to content that meets the criteria of scientific fact, hypothesis and theory as these terms are used in natural sciences. A scientific fact is an understanding based on confirmable observations and is subject to test and rejection. A scientific hypothesis is an attempt to frame a question as a testable proposition. A scientific theory organizes and explains a range of natural phenomena on the basis of facts and hypotheses. Scientific theories are constantly subject to testing, modification and refutation as new evidence and new ideas emerge.~~

Philosophical and religious theories that are based, at least in part, on faith, and are not subject to scientific test and refutation. ~~Such beliefs~~ shall not be discussed during science instructionin- science classes, ~~but may be addressed in the social science and language arts curricula.~~

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

~~(cf. =~~

The district's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

As required by Education Code 52060 Hanford Elementary School District's local control and accountability plan includes goals related to, among other things, student achievement (including student enrollment in a broad course of study) and the implementation of SBE-adopted academic content and performance standards.

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

(cf. 3514.1 - Hazardous Substances)

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

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

(cf. 5142 - Safety)

Pursuant to Education Code 60640, the California Assessment of Student Performance and Progress includes administration of science assessments at grades 5, 8, and 10. The California Standards Tests are to be used for this purpose until a science assessment that is aligned with the CA-NGSS is adopted. Students with disabilities who are unable to participate in the science assessments, even with allowable testing variations and resources, must be administered either the California Modified Assessment or California Alternate Performance Assessment in accordance with their individualized education program. See AR 6162.51 - State Academic Achievement Tests.

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

6142.91—Reading/Language Arts Instruction)

Legal Reference:

EDUCATION CODE

8774 Residential outdoor science program

32030-32034 Eye safety

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

33475-33475.5 Model curriculum on stem cell science

49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6

51210.3 Elementary science coach

51220 Areas of study, grades 7 through 12

51225.3 High school graduation

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATION, TITLE 5

14030 Science laboratories, design specifications

CODE OF REGULATIONS, TITLE 8

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

Management Resources:

~~CSBA~~ CDE PUBLICATIONS

Supporting Implementation of the California Next Generation Science Standards (CA-NGSS), Governance Brief, November 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Framework for California Public Schools: Kindergarten Through Grade Twelve, 2016,–1990

SBE POLICIES

Policy Statement on the Teaching of Natural Sciences, January 13, 1989

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 18, 2019

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider adoption of the following revised Board Policy: BP 3514.1 - Hazardous Substances.

PURPOSE:

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

Policy updated to reflect legal requirements regarding toxic art and craft supplies, formerly in BP 6161.3 - Toxic Art Supplies.

FISCAL IMPACT:

None

RECOMMENDATION:

Consider adoption of revised Board Policy: BP 3514.1 - Hazardous Substances.

Hanford ESD

Board Policy

Hazardous Substances

BP 3514.1

Business and Noninstructional Operations

The Board of Trustees desires to provide a safe school environment that protects students and employees from exposure to [any](#) potentially hazardous substances ~~that may be~~ used in the district's educational program and in the maintenance and operation of district facilities and equipment.

(cf. 3514 - Environmental Safety)

(cf. 4119.42/4219.42/~~4319~~~~4219~~.42 - Exposure Control Plan for Bloodborne Pathogens)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5142 - Safety)

~~(cf. 6161.3 - Toxic Art Supplies)~~

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. ~~When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.~~

(cf. 3510 - Green School Operations)

(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-8 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

Legal Reference:

EDUCATION CODE

[32060-32066 Toxic art supplies in schools](#)

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

[108100-108515 California Hazardous Substances Act](#)

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

[CALIFORNIA OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT PUBLICATIONS](#)

[Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016](#)

WEB SITES

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

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

California Office of Environmental Health Hazard Assessment: <http://www.oehha.ca.gov>

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 23, 1997 Hanford, California

reviewed: May 16, 2001

revised: September 25, 2013

revised: [March 27, 2019](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 18, 2019

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider adoption of the following revised Administrative Regulation: AR 3514.2 – Integrated Pest Management.

PURPOSE:

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

Regulation updated to clarify the applicability of integrated pest management requirements to child care facilities, delete an outdated date by which the annual training requirement became effective, and add requirement for pesticide-specific training. Regulation also reflects new state regulation (Register 2017, No. 45) which prohibits growers from making certain agricultural pesticide applications within one-quarter mile of a school site between 6:00 a.m. and 6:00 p.m. on weekdays and requires such growers to annually notify the principal regarding pesticides it expects to use during the year.

FISCAL IMPACT:

None

RECOMMENDATION:

Consider adoption of revised Administrative Regulation: AR 3514.2 – Integrated Pest Management.

Hanford ESD

Administrative Regulation

Integrated Pest Management

AR 3514.2

Business and Noninstructional Operations

Definitions

~~The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).~~

Integrated pest management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. (Education Code 17609; Food and Agricultural Code 13181)

(cf. 3510 - Green School Operations)

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

Pesticides Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM strategy that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall ~~are used~~ only be used after careful monitoring indicates they are needed according to pre-established

guidelines and treatment thresholds. ~~(Education Code 17609;~~ Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

~~The IPM coordinator shall not use any pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site. (Education Code 17610.1)~~

~~Program Components~~

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)

6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and product label directions~~label directions registered with the EPA as well as any disposal requirements indicated on the product label.~~

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.

8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM [as described in the section "Training" below](#).

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

~~9. [Evaluating the effectiveness of treatments to determine if revisions to](#)Beginning July 1, 2016, the IPM [plan are needed](#).~~

Training

The IPM coordinator and any employee or contractor who [may be designated](#)~~intends~~ to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

(cf. 4231 - Staff Development)

[Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.](#)

Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. ~~The notification shall include at least the following:~~ (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<httphttps://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

(cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3517 - Facilities Inspection)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
 (cf. 5145.6 - Parental Notifications)

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. ~~The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary.~~ When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

Warning Signs

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. ~~The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application.~~ The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application

4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to ~~the~~ DPR, on a form provided by ~~the~~ DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. A school. Such records may meet this requirement~~be maintained~~ by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

Legal Reference:

~~BUSINESS AND PROFESSIONS CODE~~

~~8593.2 Licensed pest control operators; training requirements~~

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

6690-6692 Pesticide use near school sites6724 Training of employees handling pesticides

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

Healthy Schools Act Requirements for Public K-12 SchoolsSchool District Integrated Pest Management Plan Template

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002Pest Control in the School Environment: Implementing-Adopting Integrated Pest Management (IPM), May 2017, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM:

<http://www.cdpr.ca.gov/schoolipm>U.S. Environmental Protection Agency, Integrated Pest Management at Schools: <http://www.epa.gov/managing-pests-schoolspesticides/ipm>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: November 2, 2011 Hanford, California

revised: October 28, 2015

revised: March 27, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler
FROM: Gerry Mulligan *GM*
DATE: March 18, 2019
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: March 27, 2019

ITEM:

Consider adoption of the following revised Administrative Regulation: AR 3541 - Transportation Routes and Services.

PURPOSE:

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

Regulation updated to reflect new law (AB 1453) which authorizes districts to provide for the transportation of adult volunteers to and from educational activities. Regulation also reflects requirement to provide transportation consistent with a student's Section 504 plan, and clarifies the district's responsibility with respect to transportation for homeless students and foster youth.

FISCAL IMPACT:

None

RECOMMENDATION:

Consider adoption of revised Administrative Regulation: AR 3541 - Transportation Routes and Services.

Hanford ESD

Administrative Regulation

Transportation Routes And Services

AR 3541

Business and Noninstructional Operations

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops within district boundaries that to promote student safety, of students and maximum efficiency in the use of buses, and decreased traffic in and around the schools.

(cf. 3510 - Green School Operations)

(cf. 3514 - Environmental Safety)

(cf. 3540 - Transportation)

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below of their attendance area:

1. For elementary school students:

Grades K-~~36~~: three-~~fourths-quarter~~ mile

Grades - (3/4-8: one mile)

2. For students attending a two-year junior high school:

Grades 7-~~8~~ one mile

The Superintendent or designee may authorize transportation below these limits within the walking distance when safety problems or hazards exist.

~~The Superintendent or designee will identify known safety problems or hazards that exist around the district's schools. Where such known safety problems or hazards exist, the district prefers that students utilize the district bus transportation provided for their safety. Parents who want their child(ren) to cross major thoroughfares when transportation is provided for safety reasons, must provide written permission for students to get to school by means other than district provided transportation.~~

~~Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board of Trustees policy.~~

~~(cf. 5116.1 - Intradistrict Open Enrollment)~~

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

~~(cf. 5142.2 - Safe Routes to School)~~

~~5117.2—Alternative Interdistrict Attendance Program)~~

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also ~~and/or shall~~ arrange for local media to publish such information.

(cf. 1112 - Media Relations)

~~(cf. =~~

With the Governing Board's authorization, ~~5145.6—Parental Notifications)~~

~~Eligibility for Transportation Services~~

~~Students receiving services listed below are eligible for transportation services:~~

- ~~1. — FLI, LEP, Migrant, RSP, SDC and/or other district-initiated Programs, as designed~~
- ~~2. — Over-crowding (designated by district)~~
- ~~3. — Living outside of walking distance (as outlined above) but within home-school boundary~~

~~Students not eligible for transportation services:~~

- ~~1. — Within walking distance (as determined above)~~
- ~~2. — Inter-districts~~

~~Courtesy Transportation may be granted for:~~

- ~~1. — Child care (after Labor Day holiday, if space is available)~~
- ~~2. — School of Choice (after Labor Day, if space is available)~~

~~The Transportation Department will assign bus route times and location of the bus stop. Busing privileges may be revoked at any time due to the needs and policies of the district.~~

~~A new request for transportation services must be submitted each year on HESD form ADM-232 which may be obtained at any school office.~~

~~Transportation Services~~

~~Transportation~~ services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)

2. Field trips and excursions (Education Code 35330)

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

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

(cf. 5116.1- Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan. programs. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

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

The Superintendent or designee ~~district~~ shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. ~~When transportation services comparable to those offered to other students at the~~ student resides outside of district boundaries, ~~the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation.~~ school of attendance. (42 USC 11432)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

(cf. 6173.1 - Education for Foster Youth)

Legal Reference:

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39809.5 Transportation, general provisions, especially:

39800 Powers of governing board to provide transportation to and from school

39801.5 Transportation for adults

39808 Transportation for private school students

39830-~~39843~~~~39842~~ School buses, especially:

39835 Use of school buses for community recreation

39837 Transportation to summer employment program

39837.5 Transportation of employees, ~~and~~ parents/guardians, and adult volunteers to school activities

39860 Transportation to school activities

41850-41856 Allowances for transportation

41860-41863 Supplementary allowances -for transportation

48853.5 Educational placement of students residing in licensed children's institutions

CODE OF REGULATIONS, TITLE 5

15240-15244 Allowances for student transportation, definitions

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6312 Transportation to maintain children in foster care in school of origin

UNITED STATES CODE, TITLE 42

11432 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

300.17 Free appropriate public education300.34 Special education related services

Management Resources:

CSBA PUBLICATIONSSpecial Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014

WEB SITES

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn/or/assignment.aspbus/index.html>Pupil Transportation Safety Institute: <http://www.ptsi.org>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: July 17, 2002

revised: March 27, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: March 18, 2019

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 27, 2019**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified Management

- Danielle Alvarez, Fiscal Services Specialist – 8.0 hrs., Fiscal Services Department, effective 4/3/19

Certificated, effective 8/8/19

- Jacob Donabedian, Temporary Band Teacher
- Steve Luna, Teacher, Probationary
- Nohemi Flores Medina, Teacher, Probationary
- Karina Ramirez, Teacher, Probationary
- Maribel Santiago, Special Education Teacher, Probationary

Classified

- Jacob Carrasco, Custodian II – 8.0 hrs., King/Monroe, effective 3/12/19

Temporary Employees/Substitutes

- Brianne Brieno, Substitute Special Education Aide and Yard Supervisor, effective 3/11/19
- Sonia Gutierrez, Substitute Custodian I and Yard Supervisor, effective 3/8/19

Temporary Employees/Substitutes (cont.)

- Francisco Sepeda, Substitute Custodian I and Groundskeeper II, effective 3/11/19
- Melonie Thomas, Short-term Special Circumstance Aide – 5.75 hrs., Monroe, effective 3/18/19 to 5/10/19

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

- Erin Aguilar, 7th Grade Boys Baseball Coach, Kennedy, effective 3/1/19 to 5/15/19
- John Darpli, 7th Grade Boys Baseball Coach, Wilson, effective 3/11/19 to 5/15/19
- Dylan Stewart, 4-6 Grade Girls Track Coach, Washington, effective 3/4/19 to 5/2/19
- Leslie Walker-Flores, 4-6 Girls Track Coach, Roosevelt, effective 2/25/19 to 5/2/19

c. Resignations

- Kristin Fletcher, Teacher, Monroe, effective 6/7/19
- Roxanna Hernandez, Special Education Aide – 5.0 hrs., Monroe, effective 6/7/19
- Mayra Martin, Teacher, King, effective 6/7/19
- Erik Villasenor, READY Program Tutor – 4.5 hrs., Jefferson, effective 6/7/19

d. Retirement

- John Dominguez, Head Custodian – 8.0 hrs., Wilson, effective 12/23/19

e. Promotion/Transfer/Change in Work Year

- Stacie Johnson, from Instructional Coach, Math/Science (11 month) to Curriculum and Professional Development Specialist, Math/Science (12-month), Curriculum, Instruction and Professional Development Department, effective 7/1/19

f. Voluntary Transfer

- Justin Gonzales, Custodian II – 8.0 hrs., from Washington to Food Services, effective 3/11/19
- Josiah Sandoval, Custodian II – 8.0 hrs., from Food Services to Washington, effective 3/11/19

g. Volunteers

<u>Name</u>	<u>School</u>
Robert Isquierdo	Jefferson
Bruce Takasaki	Jefferson
Grace Cortez	Monroe
Jessica Cruz	Monroe
Matthew Harper	Monroe
Francisco Villarreal	Monroe
Enid Gallardo	Roosevelt
Ana Garcia	Roosevelt
Bernetta Johnson	Roosevelt
Desiree Cuevas	Simas
Ashley Linde	Simas
Taylor Linde	Simas
Shenandoah Munoz	Simas
Sirena Romero	Simas
David Pires	Washington
Antoinette Lopez	King/Kennedy
Ruben Mejia	King/Kennedy

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Consider adoption of Resolution# 18-19, which allows the District to apply for funding from the Electric School Bus Incentive Program.

PURPOSE:

The San Joaquin Valley Air Pollution Control District is accepting Electric School Bus Incentive Program applications. This program provides funding for school districts in the Valley replace diesel buses with electric school buses.

FISCAL IMPACT:

There will be upfront costs associated with the purchase of a new electric school bus with up to \$400,000 being reimbursed by the San Joaquin Air Pollution Control District. The desired bus configuration will cost approximately \$425,000. The amount of reimbursement is dependent on the "cost-effectiveness limit" which is not completely detailed in the program guidelines.

RECOMMENDATIONS:

Adopt Resolution #18-19, which allows the District to apply for funding from the Electric School Bus Incentives Program.

RESOLUTION# 18-19
Hanford Elementary School District
Electric School Bus Incentive Program

WHEREAS, the Hanford Elementary School District recognizes the importance of improving air quality in the San Joaquin Valley of California; and

WHEREAS, the health and safety of our students is vital to their education and wellness; and

WHEREAS, use of school buses to transport students to and from school eases traffic congestion, reduces the demand on our existing traffic system, conserves fuel, and improves air quality; and

WHEREAS, the San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications from public school districts and Joint Power Authorities (JPA) located within the boundaries of the SJVAPCD requesting funding for the replacement of diesel school buses with new electric school buses; and

WHEREAS, the Hanford Elementary School District Board authorizes the submittal of the application(s) for the Electric School Bus Incentive Program.

NOW, THEREFORE, BE IT RESOLVED that effective the 27th day of March, 2019 that the Hanford Elementary School District appoints Hanford Elementary School District Chief Business Official, David Endo the contract signing authority, as the duly authorized official to make financial decisions and the individual authorized to implement the Electric School Bus Incentive Program.

I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION was duly passed and adopted this 27th day of March, 2019.

Ayes:

Noes:

Absent:

Tim Revious, President

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/18/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/27/2019

ITEM:

Consider the opening of Funds 2110 and 2120.

PURPOSE:

Funds 2110 and 2120 will be necessary to facilitate the accounting of bond proceeds resulting from Series B and Series C

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the opening of Fund 2110 and 2120.

Hanford Elementary School District
Opening Fund
Board Approval Form

District: Hanford Elementary School District
New Fund Title: Building Fund
New Fund Number: 2110

Use of Fund: To account for bond proceeds and bond expenditures series B

Approved: Governing Board

Date:

March 27, 2019

Hanford Elementary School District

Opening Fund

Board Approval Form

District: Hanford Elementary School District
New Fund Title: Building Fund
New Fund Number: 2120

Use of Fund: To account for bond proceeds and bond expenditures series C

Approved: Governing Board

Date:

March 27, 2019