

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, April 24, 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# 19-23 Simas

Case# 19-24 Simas

Case# 19-25 Wilson

Case# 19-26 Wilson

- Public Employee Discipline/Dismissal/Release (GC 54957)
 - Conference with Labor Negotiators (GC 54957.6)
- Agency Representatives: J. Gabler & J. Martinez, Employee Organization: HETA

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 April 5, 2019 and April 12, 2019.
- b) Approve minutes of Regular Board Meeting held on April 6, 2019 and April 10, 2019.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$800.00 from Iron Mountain Films, Inc. (Lee Richmond)
- e) Approve donation of \$500.00 from Western Dental Services.

- *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.*

- f) Approve donation of \$500.00 from Kohl's.
- g) Approve donation of \$30.00 from Spirit & Pride.
- h) Approve donation of \$800.00 from Iron Mountain Films, Inc. (Lincoln)
- i) Approve donation of \$1,660.00 from Washington PTC.

3. INFORMATION ITEMS

- a) Receive for information the Quarterly Williams Uniform Complaint Report (Gabler)
- b) Receive for information the future facilities project needs of HESD (Gabler)
- c) Receive for information the monthly financial reports for the period of 07/01/2018-03/31/2019 (Endo)
- d) Receive for information the Notice of Completion for the new Jefferson Administration/Library Building project filed on April 10, 2019 (Mulligan)
- e) Receive for information the following revised Board Policy & Administrative Regulation: (Mulligan)
 - BP/AR 3514 Environmental Safety
- f) Receive for information the following revised Exhibit for information: (Gabler)
 - E 0420.41 – Charter School Oversight
- g) Receive for information the following revised Board Policy for information: (Gabler)
 - BP 5131.2 – Bullying

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the consultant contract with Conscious Teacher (Rubalcava)
- b) Consider approval of the consultant contract with Dr. Emily Mason (Rubalcava)
- c) Consider approval of the consultant contract with Key2Ed Incorporated (Rubalcava)
- d) Consider approval of HESD's initial proposal for a successor agreement with the Hanford Elementary Teachers Association (HETA) beginning with the 2019-2020 school year (Martinez)
- e) Consider approval of HETA's initial proposal for a successor agreement between HESD and HETA beginning with the 2019-2020 school year (Martinez)
- f) Consider award for the reroof of Woodrow Wilson School's building 200 and Band Room to Graham Prewett Construction (Mulligan)
- g) Consider award for the Washington Modernization project (Mulligan)
- h) Consider approval for Migrant students to participate in the 2019 Migrant State and Speech Debate Tournament (Gomez)

5. PERSONNEL (Martinez)

- a) Employment
 - Certificated, effective 8/8/19
 - Kayla Luis, Physical Education Teacher, Probationary
 - Sophie Flemion, Teacher, Probationary
 - Yard Supervisor
 - Amy McClard, Yard Supervisor – 2.0 hrs., Washington, effective 4/23/19
 - Temporary Employees/Substitutes
 - Jennifer Aguirre, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/23/19 to 6/7/19
 - Savannah Bruner, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 4/23/19 to 6/7/19

- Angelica Davila, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 4/23/19 to 6/7/19
- Fronerricka “Tobi” Farley, Substitute Yard Supervisor, effective 4/11/19
- Jocelyn Sanchez Gomez, Short-term Yard Supervisor – 1.75 hrs., (M,W,F), Hamilton, effective 4/23/19 to 6/7/19
- Sonia Gutierrez, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Darryl Parks, Substitute Custodian II, effective 4/5/19
- Olga Ramirez, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Joana Garcia Raya, Short-term READY Program Tutor – 4.5 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Earlisha White, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- b) Resignations
 - Kendra Banuelos, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/7/19
 - Emma Champlin, Substitute READY Program Tutor and Yard Supervisor, effective 12/20/18
 - Maria Linares, Substitute Yard Supervisor, effective 4/12/19
- c) Retirement
 - Debra Cawley, School Nurse, Simas/Special Services, effective 6/21/19 (revised date)
- d) More Hours/Transfer
 - Alma Piña, Food Service Worker I, from 3.0 hrs., Lincoln to 3.5 hrs., King, effective 4/23/19
- e) Temporary Out of Class Assignment
 - Fernanda Mosqueda, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Washington, effective 2/19/19 to 6/7/19
 - Mariah Romero, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Simas, effective 3/5/19 to 6/7/19
- f) Job Description
 - Supervisor, READY Program (new)
- g) Volunteers

<u>Name</u>	<u>School</u>
Marcelo Huizar	Jefferson
Lagawna Glass	Roosevelt
Michael Bonilla (HESD Employee)	Washington

6. FINANCIAL (Endo)

- a) Consider approval of the 2019-2020 Local Control Accountability Plan (LCAP) and District budget public hearing date of June 12, 2019 at 5:30 p.m.
- b) Consider approval of Resolution #20-19 that will allow the District to use statewide agreements for procurement purposes

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: April 12, 2019

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

Date you wish to have your item considered: April 24, 2019

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 19-23 Simas

Case# 19-24 Simas

Case# 19-25 Wilson

Case# 19-26 Wilson

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2019

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 04/05/19 and 04/12/19.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 04/05/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12605462	6403	A BOUNCIN' BLAST Inst'l Consultant	\$1,475.00
12605463	6374	ABLE RECOGNITION Office Supplies	\$136.45
12605464	1142	MICHELE ALEXANDER Mileage	\$204.86
12605465	5012	ALVES & SONS DIESEL REPAIR INC. Repairs	\$70.00
12605466	6431	AMAZON.COM Office Supplies/Instl Matls	\$3,349.59
12605467	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$346.47
12605468	2352	AMS.NET Repairs	\$1,449.33
12605469	7074	DEBORAH ARNOLD Mileage/Instl Matls	\$267.43
12605470	6253	AT&T Telephone	\$38.79
12605471	7167	AVERIE GRACE DESIGNS Instl Matls	\$685.33
12605472	3505	CRYSTAL G. AVILA Instl Matls	\$70.13
12605473	4983	B & H PHOTO-VIDEO Equipment	\$8,699.00
12605474	4119	KRISTINA BALDWIN Mileage	\$171.46
12605475	7211	CALIFORNIA QUALITY PLASTICS INC. Maintenance Supplies	\$551.25
12605476	7356	ESTEVAN CALLERES Instl Matls	\$63.72
12605477	3966	CASTO Travel & Conf	\$180.00
12605478	3012	CBS DOOR Maintenance Supplies	\$253.44
12605479	4178	COOK'S COMMUNICATION Radio Supplies	\$88.64
12605480	7333	JOEL COOLEY Travel & Conf	\$160.61
12605481	392	CUMMINS PACIFIC LLC Transportation Supplies	\$194.51
12605482	405	DASSEL'S PETROLEUM INC. Fuel	\$433.36
12605483	5463	SARA DECUIR Instl Matls	\$78.77
12605484	486	KENNY EGGERT Rewards	\$227.81
12605485	7348	EMMA'S BRIDAL Instl Matls	\$270.00
12605486	6453	FLOWERS BAKING COMPANY Food	\$1,851.60
12605487	6232	FOLLETT LIBRARY RESOURCES eBooks	\$3,180.64
12605488	7317	FORENSIC ANALYTICAL SERVICES INC. Other Services	\$4,815.00
12605489	1769	FRESNO PRODUCE Food	\$20,644.45
12605490	556	JOY GABLER Supplies	\$15.12
12605491	558	CAROL GALLEGOS Mileage	\$255.20
12605492	1393	GAS COMPANY Gas	\$1,946.70
12605493	6075	GOLD RUSH MINING & REFINING CO Inst'l Consultant	\$759.50
12605494	591	GOLD STAR FOODS Food	\$26,402.67
12605495	2157	YOLANDA GOMES Rewards	\$8.49
12605496	5541	JOANN GRAHAM Mileage	\$144.36
12605497	3253	CORI GRIFFIN Lit Night Supplies	\$145.91
12605498	620	GRISWOLD LASALLE COBB DOWD Legal	\$1,186.21
12605499	622	CHERYL GUILBEAU Mileage	\$92.05
12605500	7303	GUMBALL.COM INC. Instl Matls	\$445.12
12605501	7228	SAMANTHA HERNANDEZ Mileage/Foster Needs	\$177.22
12605502	686	JERI HIGDON Mileage	\$62.52
12605503	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$1,005.53
12605504	7175	iREPAIR Repairs	\$60.00
12605505	6665	ISOM ADVISORS URBAN FUTURES INC Other Services	\$11,036.50
12605506	5703	TERESA JAQUEZ Inst'l Consultant	\$1,399.20
12605507	3494	KINGS COUNTY BOWL Field Trips	\$434.00
12605508	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$84.11
12605509	796	KINGS COUNTY OFFICE OF ED Other Services	\$178.57

Warrant Register For Warrants

Dated 04/05/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12605510	827	LA TAPATIA TORTILLERIA INC. Food	\$1,603.47
12605511	5307	JENNIFER LEVINSON Mileage/Study Trip	\$307.52
12605512	7357	HOLLY LOBRETTO Mileage	\$1,147.70
12605513	6657	FRANK LOURENCO Travel & Conf	\$16.00
12605514	3719	FLORITA MAGALLON Instl Matls	\$54.23
12605515	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$15,051.99
12605516	7066	AMANDA MARTIN Mileage	\$103.24
12605517	6905	BLANCA MARTINEZ SOM Supplies	\$68.94
12605518	2243	MATSON ALARM Other Services	\$246.00
12605519	4704	KELLEY MAYFIELD Mileage	\$52.20
12605520	1004	MORRISON'S SILKSCREEN Instl Matls	\$750.75
12605521	4188	CHAD NIELSEN Mileage	\$28.83
12605522	3398	TIM NUANES Printshop Supplies	\$17.13
12605523	1058	OFFICE DEPOT Office Supplies	\$642.21
12605524	1058	OFFICE DEPOT Office Supplies	\$133.14
12605525	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$2,231.15
12605526	4118	KERRY PIEROTTE Mileage	\$25.35
12605527	1168	PRODUCERS DAIRY PRODUCTS Food	\$14,835.44
12605528	4511	DOUG ROSE Travel & Conf	\$16.00
12605529	7355	ELIJAH RUIZ-DAVIS Other Services	\$20.00
12605530	6328	SAM ACADEMY Study Trip	\$1,575.00
12605531	1303	SAVE MART SUPERMARKETS Food	\$69.98
12605532	4112	ANTHONY SILVA Travel & Conf	\$16.00
12605533	1801	SMART & FINAL STORES (HFD KIT) Food	\$179.08
12605534	4640	SOLUTION TREE Travel & Conf	\$2,489.52
12605535	3800	SONITROL OF FRESNO Alarm Services	\$5,148.50
12605536	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$19,674.21
12605537	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$2,512.21
12605538	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,623.00
12605539	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$8,500.80
12605540	2188	SUPPLYWORKS Warehouse	\$1,029.42
12605541	1444	SYSCO FOODSERVICES OF MODESTO Food	\$18,249.27
12605542	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$875.00
12605543	7138	UNIVERSAL STUDIOS HOLLYWOOD Field Trip	\$3,420.00
12605544	7149	VALLEY ELEVATOR Other Services	\$700.00
12605545	1554	SONIA VELO Mileage	\$76.04
12605546	1647	VERITIV OPERATING COMPANY Warehouse	\$173.75
12605547	6746	RAQUEL VILLARINO Instl Matls	\$12.36
Total Amount of All Warrants:			\$200,472.05

Credit Card Register For Payments
Dated 04/05/2019

Document Number	Vendor Number	Vendor Name	Amount
14025621	5816	AIRTECH SERVICES Repairs	\$391.88
14025622	91	AUTOMATED OFFICE SYSTEMS Leases	\$10,775.62
14025623	273	CASBO Travel & Conf	\$30.00
14025624	5280	J&E RESTAURANT SUPPLY INC Kitchen Supplies	\$282.48
Total Amount of All Credit Card Payments:			\$11,479.98

Warrant Register For Warrants

Dated 04/12/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12606075	6745	JUANA AGUILAR Travel & Conf	\$198.00
12606076	6431	AMAZON.COM Instl Matls/Office Supplies/Warehouse	\$9,909.82
12606077	7363	AMBASSADOR INN Travel & Conf	\$200.00
12606078	2352	AMS.NET Reparis	\$1,625.86
12606079	6253	AT&T Telephone	\$96.82
12606080	1690	BATTERY SYSTEMS Transportation Supplies	\$110.26
12606081	6942	CARMEN CALLERES Mileage	\$56.03
12606082	5154	RICK CALVILLO Allowance	\$67.77
12606083	303	CHAFFEE ZOO Study Trip	\$664.00
12606084	3068	DEBRA COLVARD Mileage	\$33.06
12606085	6299	JAHNA COSTELLO Study Trip	\$22.00
12606086	926	COURTYARD SACRAMENTO-RANCHO Travel & Conf CORDOVA	\$179.81
12606087	405	DASSEL'S PETROLEUM INC. Fuel	\$8,874.24
12606088	7150	DESIREE DAVIS Mileage	\$42.11
12606089	5853	RITA DIAZ Mileage	\$24.24
12606090	4512	DIV. OF STATE ARCHITECT Buildings & Improvements	\$16,600.30
12606091	6006	JACQUELYN DOYEL Science Matls	\$71.53
12606092	7206	EBLI Travel & Conf	\$6,676.00
12606093	6274	ANTHONY ECK Software License	\$88.50
12606094	7364	FRONERRICKA FARLEY Other Services	\$21.00
12606095	6453	FLOWERS BAKING COMPANY Food	\$2,757.72
12606096	1769	FRESNO PRODUCE Food	\$8,740.31
12606097	556	JOY GABLER Supplies	\$64.39
12606098	5916	MELANIE GALLAHER Mileage	\$27.49
12606099	2749	GARDA CL WEST INC. Kitchen Services	\$136.40
12606100	1393	GAS COMPANY Gas	\$2,182.39
12606101	591	GOLD STAR FOODS Food	\$19,396.63
12606102	2157	YOLANDA GOMES Study Trip	\$15.00
12606103	5541	JOANN GRAHAM Mileage	\$36.54
12606104	6038	VERONICA GREVER Mileage	\$57.17
12606105	632	CITY OF HANFORD Water/Sewer	\$9,787.11
12606106	3528	LINDSAY HASTINGS Study Trip	\$28.50
12606107	7228	SAMANTHA HERNANDEZ Mileage	\$38.51
12606108	5913	JAMI JENKINS Mileage	\$74.24
12606109	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,422.50
12606110	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,230.80
12606111	5990	KELLER FORD Transportation Supplies	\$471.90
12606112	1783	KELLER MOTORS Transportation Supplies	\$294.94
12606113	3962	KINGS COUNTY GLASS Repairs	\$161.27
12606114	808	KINGS WASTE & RECYCLING Garbage	\$197.20
12606115	6611	KNOTT'S BERRY FARM YOUTH SALES Field Trip	\$2,815.00
12606116	986	LAWNMOWER MAN Grounds Services	\$63.05
12606117	838	LAWRENCE TRACTOR COMPANY Grounds Supplies	\$661.49
12606118	7262	ALISIA LEDESMA Travel & Conf/Mileage	\$834.40
12606119	6459	MELODY LEE Mileage	\$210.70
12606120	3048	CYNTHIA LEWIS Mileage	\$41.99
12606121	4629	LOWE'S OF HANFORD Supplies	\$112.03
12606122	7260	LOWE'S PRO SERVICES Grounds/Maint/Custodial Supplies	\$1,913.17

Warrant Register For Warrants

Dated 04/12/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12606123	7066	AMANDA MARTIN Mileage	\$36.31
12606124	6958	CYNTHIA MIRANDA Allowance	\$198.44
12606125	6791	BOA MOUA Travel & Conf/Mileage	\$43.64
12606126	5510	NEWEGG.COM Tech Matls	\$100.66
12606127	1058	OFFICE DEPOT Office Supplies	\$97.25
12606128	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$6,194.64
12606129	1168	PRODUCERS DAIRY PRODUCTS Food	\$7,506.74
12606130	5558	ROSA BROTHERS MILK COMPANY Study Trip	\$240.00
12606131	6328	SAM ACADEMY Study Trip	\$1,000.00
12606132	6328	SAM ACADEMY Study Trip	\$1,500.00
12606133	1303	SAVE MART SUPERMARKETS Food	\$69.98
12606134	4366	SCOUT ISLAND EDUCATION CENTER Study Trip	\$800.00
12606135	1367	SISC III Health & Welfare	\$564,694.75
12606136	1374	SMART & FINAL STORES (HFD DO) Supplies	\$29.40
12606137	1801	SMART & FINAL STORES (HFD KIT) Food	\$183.11
12606138	3800	SONITROL OF FRESNO Alarm Services/Buildings	\$8,485.64
12606139	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,137.60
12606140	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$16,259.35
12606141	4381	STAPLES - BUSINESS ADVANTAGE Warehouse/Office Supplies	\$1,302.64
12606142	5622	JOANNA STONE Mileage	\$36.54
12606143	2188	SUPPLYWORKS Custodial Supplies	\$895.60
12606144	1444	SYSCO FOODSERVICES OF MODESTO Food/Kitchen Supplies	\$21,365.63
12606145	5946	THE HARTFORD Health & Welfare	\$1,189.40
12606146	4114	TULARE COUNTY OFFICE OF EDUCATION Travel & Conf	\$5,360.00
12606147	1521	UNITED REFRIGERATION INC. Maint Supplies	\$1,814.12
12606148	6370	VALLEY COYOTES Entry Fees	\$400.00
12606149	2653	VALLEY OXYGEN Maint/Grounds Supplies	\$466.97
12606150	6943	WEST VALLEY SUPPLY Grounds Supplies	\$77.51
12606151	7159	ZACHARY WESTOVER Mileage	\$46.05
12606152	7352	WILD WATER ADVENTURE PARK Field Trip	\$1,123.00
12606153	3863	WILLIAM WILKINSON Mileage	\$81.08
12606154	2405	WPS Psych Matls	\$333.58
12606155	7322	THE WRIGHT STUFF INC Medical Supplies	\$31.90
12606156	6452	BREANNA YOUNG STEAM Supplies	\$45.87

Total Amount of All Warrants:

\$757,481.59

Credit Card Register For Payments
Dated 04/12/2019

Document Number	Vendor Number	Vendor Name	Amount
14025678	2	A-Z BUS SALES INC Transportation Supplies	\$2,879.11
14025679	415	DELRAY TIRE & RETREADING INC. Repairs	\$388.70
14025680	652	HANFORD SENTINEL Buildings & Improvements	\$1,011.81
14025681	1802	MEDALLION SUPPLY Maint Supplies	\$673.72
14025682	1184	PROGUARD SERVICE & SOLUTIONS Kitchen Services	\$961.29
14025683	3131	SHERWIN-WILLIAMS CO Maint Matls	\$479.95
Total Amount of All Credit Card Payments:			\$6,394.58

Hanford Elementary School District

Minutes of the Board Planning Session

Saturday, April 6, 2019

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees held on April 6, 2019, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order

President Revious called the meeting to order at 9:00 a.m. Trustees Hernandez, Strickland, Garcia and Garner were present.

HESD Managers Present

Joy Gabler, Superintendent

Superintendent Gabler presented a Power Point reviewing the current Hanford Elementary School District Goals which are in place through 2020. Superintendent Gabler explained that the district goals are aligned to the eight State Priorities, which is a requirement, and are also aligned to the district Local Control Accountability Plan. The goals were developed from stakeholder input – the Board, staff, parents and students. The HESD goals address a broad instructional program, academic achievement, qualified personnel, school safety and parent communication which all tie into fiscal solvency. The HESD district goals align program priorities with budget priorities. The Board went on to discuss various topics related to the goals and potential future ideas. No action was taken or reported at the Board Planning Session.

Adjournment

There being no further business, President Revious adjourned the meeting at 11:16 a.m.

Respectfully submitted,

Joy C. Gabler
Secretary to the Board of Trustees

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 10, 2019

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 10, 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, Debra Colvard, David Endo, Javier Espindola, Ramiro Flores, David Goldsmith, Lucy Gomez, Lindsay Hastings, Rick Johnston, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava and Jay Strickland.

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

- Student Discipline pursuant to Education Code section 48918

Open Session Trustees returned to open session at 6:18 p.m.

Case#19-17, 19-18, 19-19 & 19-20 Trustee Strickland moved to accept the Findings of Fact and suspend from Community Day School Program Case #19-17, #19-18, #19-19 and #19-20 for the remainder of the 2018-2019 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on April 8, 2019. Trustee Garcia seconded; motion carried 5-0:

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

Case#19-21 & 19-22 Trustee Strickland moved to accept the Findings of Facts and expel Case #19-21 and #19-22 for the remainder of the 2018-2019 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on April 8, 2019. However, Trustee Strickland further moved that the parents may apply for readmission on or after April 11, 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 June 7, 2019. Trustee Garcia seconded; motion carried 5-0:

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

Personnel During closed session, the Board acted to approve Resolution No. 19-19 placement of Food Service Worker I on Reemployment List. The motion carried by a vote of 5 to 0.

Public Comments None

Board and Staff Comments Rick Johnson, principal at JFK, presented a slide show with pictures. The pictures highlighted JFK winning the Fresno Bonner Award for Civic and Charter Education Achievement Award for the second time. The pictures also showed the students participating in different clubs offered at JFK.

Requests to Address the Board None

Dates to Remember President Revious reviewed dates to remember: Spring Break – April 15th to April 22nd; Holiday – 19th and 22nd; Regular Board Meeting – April 24th.

CONSENT ITEMS

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

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

Trustee Garner then made a motion to approve consent items "a" through "e". 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 March 22, 2019 and March 29, 2019.
- b) Minutes of Regular Board Meeting held on March 27, 2019.
- c) Donation of \$800.00 from Iron Mountain Films, Inc. (Jefferson).
- d) Donation of \$3,500.00 from Martin Luther King Parent Teacher Club.
- e) Approve donation of \$800.00 from Iron Mountain Films, Inc. (JFK).

INFORMATION ITEMS

Wellness Policy Karen McConnell, Assistant Superintendent to Special Services, presented for information the annual summary to the Wellness Policy. Karen highlighted the following points:

- This year a new partner was added, Family Health Care Network.
- The LCAP student and parent survey was reviewed.
- Each school implemented the "sharing table". The table is a location the students can place non-perishable food items that they have not opened for other students to take that may still be hungry.
- Schools are trying to embrace a 20-minute period for students to eat without being in a rush and enjoy a stress free lunch.
- Students are participating in the food tasting of new cafeteria products.
- CalFresh is working with Annalise on cafeteria food presentation. HESD also moved up one step on the "report card".

- Pilot Program at Community Day School – the students built their own raised flower beds and planted vegetable gardens.
- Continued support for physical education program in grades k-8.

Bond Program David Endo, Chief Business Official, presented Jason List from Isom Advisors. Jason List present information the District's Financial Analysis and Bond Program. He reviewed the power point presentation included it the packet.

Trustee Garner asked if the bond that will drop in 2023 started in 1998. Jason stated that is correct. Trustee Garcia asked if HESD would essentially just be adding more years at the same rate. Jason stated yes. Jason also stated, he recommends a time line and another survey. Depending on the results he would recommend moving forward or not.

HESD's Initial Proposal Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the District's Initial Proposal for a Successor Agreement between HESD and Hanford Elementary Teacher Association (HETA).

HETA's Initial Proposal Jaime Martinez, Assistant Superintendent of Human Resources, presented for information HETA's Initial Proposal for a Successor Agreement between HESD and HETA.

BOARD POLICIES AND ADMINISTRATION

Big Smiles - MOU Trustee Strickland made a motion to approve the Memorandum of Understanding between HESD and Big Smiles of California. Trustee Hernandez seconded; motion carried 5-0:

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

Teresa A. Jaquez, LMFT Trustee Garner made a motion to approve the Memorandum of Understanding with Teresa A. Jaquez, LMFT. Trustee Hernandez seconded; motion carried 5-0:

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

Aha! Process, Inc. Trustee Garcia made a motion to agreement with consulting services from aha! Process, Inc. for professional development for JFK staff. Trustee Hernandez seconded; motion carried 5-0:

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

AR 3230 Trustee Strickland made a motion to approve the revised Administrative Regulation 3230 – Federal Grant Funds. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes

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

BP/AR 3551 Trustee Strickland made a motion to approve the revised Board Policy and Administrative Regulation BP/AR 3551 – Food Service Operations/Cafeteria Fun. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 3553 Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation BP/AR 3553 – Free and Reduced Meals. Trustee Strickland seconded; motion carried 5-0:

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

BP 6161.3 Trustee Strickland made a motion to approve the deleted Board Policy BP 6161.3 – Toxic Art Supplies. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 5111 Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation BP/AR 5111 – Admission. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 5111.1 Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation BP/AR 5111.1 – District Residency. Trustee Garner seconded; motion carried 5-0:

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

BP/AR 5125 Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation BP/AR 5125 – Student Records. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

Item "a" – Employment

The following items were approved:
Certificated, effective 8/8/19

- Madison Pollard, Teacher, Probationary
- Elizabeth Sanchez, Teacher, Probationary

Classified

- Brandon Dial, Account Technician III – 8.0 hrs., Food Services, effective 4/8/19

Temporary Employees/Substitutes

- Meriah DeBem, Substitute READY Program Tutor, effective 3/28/19
- Elijah Ruiz-Davis, Substitute Yard Supervisor, effective 3/28/19
- Michael Thompson, Substitute Yard Supervisor, effective 3/19/19

Item "b" – Temporary Athletic Team Coaches

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

- Sonja Bursiaga, Girls Track Coach, Lincoln, effective 3/22/19 to 5/2/19
- George Cleary, Boys/Girls Softball Coach, Jefferson, effective 3/12/19 to 5/15/19
- Julius Rojas, Boys Track Coach, Lincoln, effective 2/25/19 to 5/2/19

Item "c" – Resignations

- Alix Carranza, Substitute Custodian II, effective 12/19/18
- Anthony Carrillo, Principal, Roosevelt, effective 6/14/19
- William "Chris" Chambers, Custodian II – 8.0 hrs., Roosevelt, effective 4/29/19
- Emma Champlin, Substitute READY Program Tutor and Yard Supervisor, Simas, effective 6/7/19
- Deborah Lupton, Substitute Account Clerk I, effective 2/14/19
- Jayde Johnson, READY Program Tutor – 4.5 hrs., Simas, effective 6/7/19
- Melody Lee, Instructional Coach – ELA, Curriculum, Instruction and Professional Development, effective 6/7/19
- Crystal Santos, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/7/19

**Item "d" –
Temporary
Transfer/More
Hours**

- Alma Piña, from Food Service Worker I – 3.0 hrs., Lincoln to 3.5 hrs., King, effective 3/18/19 to 4/30/19

**Item "e" –
Volunteers**

<u>Name</u>	<u>School</u>
Jennifer Wittus (HESD Employee)	Jefferson
William Kunz	Monroe
Alma Rios Castro	Monroe
Joaquin Castillo	Simas
Michael Hernandez (HESD Employee)	Simas
Douglas Miller	Simas
Leopoldo Quezada	Simas
Claudia Cardenas	Washington
Kerry Pierotte (HESD Employee)	Washington
Manuel Gonzales	Jefferson/Monroe/Simas

FINANCIAL

Comprehensive Maintenance Plan Trustee Garica made a motion to approve the Comprehensive Maintenance Plan. Trustee Strickland seconded; motion carried 5-0:

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

Financial Advisor Contract Trustee Garcia made a motion to approve the updated financial advisor contract with Isom Advisors. Trustee Hernandez seconded; motion carried 5-0:

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

Adjournment There being no further business, President Revious adjourned the meeting at 7:02 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Greg Strickland, Clerk

No	Reason	A/D	Sch Req'd	Home Sch	Date
I-209	FLY	A	Wilson	Pioneer	4/12/2019
I-210	O	A	Simas	Lemoore	4/12/2019
I-211	O	A	Simas	Lemoore	4/12/2019

No	Reason	A/D	Sch Req'd	Home Sch	Date
O-148	CC	A	Armona	Washington	4/12/2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsey Calvillo

DATE: April 2, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 24, 2019

ITEM: Consider acceptance of donation of \$800.00 from Iron Mountain Films, Inc.

PURPOSE: To be used for purchase of instructional supplies and sports equipment expenses for the 2018-2019 School Year.

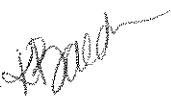
FISCAL IMPACT: 0100-1100-0-1110-1000-430000-025-0000

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Kristina Baldwin 

DATE: 04/02/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☐ Action

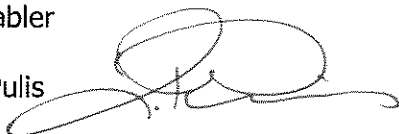
Date you wish to have your item considered: April 24, 2019

ITEM: Western Dental Services--\$500.00**PURPOSE:** General Fund/Instructional Supplies- 0100-1100-0-1110-1000-430000-027-0000**FISCAL IMPACT:** \$500.00**RECOMMENDATIONS:** Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis



DATE: April 4, 2019

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

Date you wish to have your item considered: April 24, 2019

ITEM: Donation of \$500.00 from Kohl'sPURPOSE: Accept donation of \$500.00 from Kohl's to the Monroe READY program.READY Program Incentives \$500.00
0100-1100-0-1110-4000-430000-024-0000FISCAL IMPACT (if any): \$500.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis 

DATE: April 2, 2019

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

Date you wish to have your item considered: April 24, 2019

ITEM: Donation of \$30.00 from Spirit & PridePURPOSE: Accept donation of \$30.00 from Spirit & PrideMaterials & Supplies \$30.00
0100-1100-0-1110-1000-430000-024-0000FISCAL IMPACT (if any): \$30.00RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jennifer Pitkin

DATE: April 11, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 24, 2019

ITEM: Consider donation of ELPAC Location Stipend from Iron Mountain Films, Inc. in the amount of \$800.

PURPOSE: To be used to pay for student supplies

FISCAL IMPACT: Increase of \$800 to 0100-1100-0-1110-1000-430000-023-0000

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lindsay Hastings *LH*

DATE: 4/12/19

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

Date you wish to have your item considered: 5/18/19

ITEM: Donation of \$1660.00 from Washington PTC to HESD

PURPOSE: Student rewards and incentives.

FISCAL IMPACT: 0100-1100-0-1110-1000-430000-028-0000

RECOMMENDATIONS: Accept Donation

WASHINGTON PARENT & TEACHER
PATRIOTS CLUB
P.O. BOX 1067
HANFORD, CA 93230
(559) 586-3805

1744

90-7300/3211

4-2-19

Date

Pay to the Order of HESD

\$ 1,660.00

one thousand six hundred sixty and 00/100

Dollars

Security
Features
Details on
Back.240 N. IRWIN
HANFORD, CA 93230-4540
PHONE 559-584-0922

For Donation - J. Gabler

[Signature]

MP

321173001

0000188278

1744

Ireland Clarke

GUARDIAN SAFETY YELLOW

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: April 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 24, 2019

ITEM: Quarterly report (01/01/2019-03/30/2019) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

1. Instructional Materials - Sufficient textbooks and instructional materials
2. Facilities – conditions that pose an emergency or urgent threat to the health or safety of students or staff
3. Teacher vacancy or misassignment

PURPOSE: To comply with the requirements Education Code 35186, the Superintendent shall report summarized data on the nature and resolution of all Williams Uniform Complaints to the Board and the County Superintendent of Schools on a quarterly basis.

For the third quarter of 2019-2020 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186(d)]

District: _____

Person completing this form: _____ Title: _____

Quarterly Report Submission Month/Quarter:
(check one)

- ☐ October 1st Quarter
☐ January 2nd Quarter
☐ April 3rd Quarter
☐ July 4th Quarter

Quarterly Report Submission Year: **2018-2019**

Date for information to be reported publicly at governing board meeting: _____

Please check the box that applies:

- ☐ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

 Print Name of District Superintendent

 Signature of District Superintendent

 Date

Please submit to: Babs Karras
 Kings County Office of Education
 Williams Compliance Technician
 (559) 589-7022
bkarras@kingscoe.org

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/15/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/19

ITEM: Future facilities project needs of Hanford Elementary School District

PURPOSE: The Hanford Elementary School District Facilities Master Plan https://www.hesd.k12.ca.us/files/user/502/file/Hanford_ESD_Facilities_Master_Plan1.pdf is the guiding document used to plan for facilities projects using bond funds. As the Board considers adding a tax-rate extension for the existing bonds to the 2020 ballot, the district facilities master plan will be used to identify the next phase of work to be accomplished. Attached is a list of facilities projects completed, in-progress and planned using the 2016 Measure U bond funds along with a list of potential future projects if additional bond funds generated.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford Elementary School District

Facilities Bond Funds Projects Overview

[HESD Facilities Master Plan - January 2016](#)

2016 Measure U Bond Projects

Completed:

- Monroe Administration & Library Building (new construction)
- Martin Luther King New 8-classroom wing (portable replacement)
- HESD Community Day School Campus
- Jefferson Administration & Library Building (new construction)

In-progress:

- Lincoln 4-classroom wing (portable replacement)
- Washington modernization

Planned:

- Richmond modernization
- Roosevelt modernization
- Lincoln modernization
- Monroe classroom wing (portable replacement)

2020 Bond Funds - Potential Future Facilities Projects (Not prioritized)

New Construction Classroom Wing - Portable Replacement

- Richmond
- Roosevelt
- JFK
- Washington

Modernization

- Woodrow Wilson
- JFK
- Jefferson
- Monroe
- MLK

Campus Expansion Possibilities

- Simas new classroom wing
- Hamilton new classroom wing

Improvements

- Shade structures over play equipment

Unidentified Projects

- District projects that have yet to be identified may arise.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2019

ITEM:

Receive for information monthly financial reports for the period of 07/01/2018-03/31/2019.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2018-03/31/2019.

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

March 2019

Page 1 of 13

4/5/2019 10:59:22AM

Fund: 0100 General Fund

		March 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	\$6,179,343.00	\$42,075,275.49	\$56,633,921.00	74.29	25.71
2) Federal Revenues	8100-8299	\$586,946.50	\$2,266,853.87	\$4,020,077.88	56.39	43.61
3) Other State Revenues	8300-8599	\$682,398.75	\$2,644,420.37	\$6,024,114.00	43.90	56.10
4) Other Local Revenues	8600-8799	\$450,325.61	\$1,706,788.39	\$2,874,744.39	59.37	40.63
5) Total, Revenues		\$7,899,013.86	\$48,693,338.12	\$69,552,857.27	70.01	29.99
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,501,546.66	\$19,940,979.50	\$27,770,331.00	71.81	28.19
2) Classified Salaries	2000-2999	\$980,966.94	\$8,286,724.33	\$11,334,433.00	73.11	26.89
3) Employee Benefits	3000-3999	\$1,332,550.06	\$10,677,305.51	\$17,185,708.00	62.13	37.87
4) Books and Supplies	4000-4999	\$164,577.28	\$1,426,612.16	\$4,101,980.61	34.78	65.22
5) Services, Oth Oper Exp	5000-5999	\$495,028.53	\$3,280,906.28	\$3,874,786.79	84.67	15.33
6) Capital Outlay	6000-6999	\$79,872.47	\$506,001.48	\$1,679,237.35	30.13	69.87
7) Other Outgo(excl. 7300`s)	7100-7499	\$76,949.42	\$540,734.73	\$1,459,384.00	37.05	62.95
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$355,000.00)	0.00	100.00
9) Total Expenditures		\$5,631,491.36	\$44,659,263.99	\$67,050,860.75	66.61	33.39
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$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		\$0.00	(\$758,883.00)	(\$1,451,093.00)	52.30	47.70
NET INCREASE (DECREASE) IN FUND BALANCE		\$2,267,522.50	\$3,275,191.13	\$1,050,903.52		
ENDING FUND BALANCE			\$13,610,753.69	\$11,386,466.08		

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

Fiscal Position Report

March 2019

Page 2 of 13

4/5/2019 10:59:22AM

Fund: 0900 Charter Schools Fund

		March 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	\$426,969.00	\$2,889,888.00	\$4,319,015.00	66.91	33.09
3) Other State Revenues	8300-8599	\$34,491.75	\$139,533.77	\$339,930.00	41.05	58.95
4) Other Local Revenues	8600-8799	\$300.00	\$9,048.50	\$16,851.00	53.70	46.30
5) Total, Revenues		\$461,760.75	\$3,038,470.27	\$4,675,796.00	64.98	35.02
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$158,014.99	\$1,252,624.65	\$1,736,369.00	72.14	27.86
2) Classified Salaries	2000-2999	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Employee Benefits	3000-3999	\$59,986.46	\$448,658.30	\$756,392.00	59.32	40.68
4) Books and Supplies	4000-4999	\$10,508.98	\$73,708.45	\$101,559.33	72.58	27.42
5) Services, Oth Oper Exp	5000-5999	\$2,176.47	\$92,059.28	\$1,452,172.27	6.34	93.66
6) Capital Outlay	6000-6999	\$26,733.47	\$124,780.34	\$103,056.87	121.08	(21.08)
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$190,000.00	0.00	100.00
9) Total Expenditures		\$257,420.37	\$1,991,831.02	\$4,339,549.47	45.90	54.10
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$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		\$0.00	(\$49,082.00)	(\$190,764.00)	25.73	74.27
NET INCREASE (DECREASE) IN FUND BALANCE		\$204,340.38	\$997,557.25	\$145,482.53		
ENDING FUND BALANCE			\$1,430,718.22	\$578,643.50		

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

Fiscal Position Report

March 2019

4/5/2019 10:59:22AM

Fund: 1300 Cafeteria Fund

		March 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	\$491,829.87	\$1,777,155.16	\$3,504,814.00	50.71	49.29
3) Other State Revenues	8300-8599	\$37,066.77	\$134,076.38	\$246,042.00	54.49	45.51
4) Other Local Revenues	8600-8799	\$6,963.18	\$89,377.78	\$154,872.00	57.71	42.29
5) Total, Revenues		\$535,859.82	\$2,000,609.32	\$3,905,728.00	51.22	48.78
EXPENDITURES						
2) Classified Salaries	2000-2999	\$100,284.69	\$812,527.91	\$1,132,872.00	71.72	28.28
3) Employee Benefits	3000-3999	\$37,662.52	\$291,103.38	\$423,847.00	68.68	31.32
4) Books and Supplies	4000-4999	\$165,757.60	\$1,192,258.47	\$1,890,408.00	63.07	36.93
5) Services, Oth Oper Exp	5000-5999	\$10,897.32	\$3,661.80	(\$19,456.00)	(18.82)	118.82
6) Capital Outlay	6000-6999	\$12,528.43	\$37,573.45	\$156,000.00	24.09	75.91
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$165,000.00	0.00	100.00
9) Total Expenditures		\$327,130.56	\$2,337,125.01	\$3,748,671.00	62.35	37.65
NET INCREASE (DECREASE) IN FUND BALANCE		\$208,729.26	(\$336,515.69)	\$157,057.00		
ENDING FUND BALANCE			\$1,109,954.88	\$1,603,527.57		

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

Fiscal Position Report

March 2019

4/5/2019 10:59:22AM

Fund: 1400 Deferred Maintenance Fund

		March 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

March 2019

4/5/2019 10:59:22AM

Fund: 1500 Pupil Transportation Equip

		March 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

March 2019

4/5/2019 10:59:22AM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		March 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	\$0.00	\$707,965.00	\$1,241,857.00	57.01	42.99
4) Total, Other Financing Sources/Uses		\$0.00	\$707,965.00	\$1,241,857.00	57.01	42.99
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$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

March 2019

4/5/2019 10:59:22AM

Fund: 2100 Building Fund-Local

		March 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	\$448,545.17	\$2,491,893.20	\$2,713,278.80	91.84	8.16
9) Total Expenditures		\$448,545.17	\$2,491,893.20	\$2,913,278.80	85.54	14.46
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		(\$448,545.17)	(\$2,470,087.67)	\$4,607,719.81		
ENDING FUND BALANCE			\$322,192.52	\$7,400,000.00		

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

Fiscal Position Report

March 2019

4/5/2019 10:59:22AM

Fund: 2110 Building Funds - Local 1

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$217,052.02	\$217,052.02	\$0.00	0.00	100.00
9) Total Expenditures		\$217,052.02	\$217,052.02	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
2) Other Sources/Uses						
A) Sources	8930-8979	\$7,665,052.02	\$7,665,052.02	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$7,665,052.02	\$7,665,052.02	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$217,052.02)	\$7,448,000.00	\$0.00		
ENDING FUND BALANCE			\$7,448,000.00	\$0.00		

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

Fiscal Position Report

March 2019

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Fund: 2120 Building Funds - Local 2

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$0.00	\$0.00	\$0.00		
ENDING FUND BALANCE						
			\$0.00	\$0.00		

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

Fiscal Position Report

March 2019

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4/5/2019 10:59:22AM

Fund: 2500 CapitalFacilities Fund

		March 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	\$0.00	\$334,844.58	\$405,000.00	82.68	17.32
5) Total, Revenues		\$0.00	\$334,844.58	\$405,000.00	82.68	17.32
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$10,500.00	\$165,818.18	\$168,000.00	98.70	1.30
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$10,500.00	\$165,818.18	\$168,000.00	98.70	1.30
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		(\$10,500.00)	\$169,026.40	\$237,000.00		
ENDING FUND BALANCE			\$367,694.12	\$435,667.72		

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

Fiscal Position Report

March 2019

4/5/2019 10:59:22AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		March 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	\$222,811.27	\$1,132,213.90	\$4,463,571.83	25.37	74.63
9) Total Expenditures		\$222,811.27	\$1,132,213.90	\$4,463,571.83	25.37	74.63
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		(\$222,811.27)	(\$436,815.90)	(\$610,882.83)		
ENDING FUND BALANCE			\$174,066.93	\$0.00		

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

Fiscal Position Report

March 2019

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4/5/2019 10:59:22AM

Fund: 4000 Special Reserve - Capital Outlay

		March 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	\$1,427.00	\$6,227.00	\$54,000.00	11.53	88.47
9) Total Expenditures		\$1,427.00	\$7,360.75	\$74,000.00	9.95	90.05
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		(\$1,427.00)	(\$665,447.55)	(\$3,458,500.00)		
ENDING FUND BALANCE			\$3,343,377.29	\$550,324.84		

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

Fiscal Position Report

March 2019

4/5/2019 10:59:22AM


Fund: 6720 Self-Insurance/Other

		March 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	\$3,724.12	\$388,054.72	\$694,000.00	55.92	44.08
5) Total, Revenues		\$3,724.12	\$388,054.72	\$694,000.00	55.92	44.08
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$114,445.48	\$472,123.98	\$658,500.00	71.70	28.30
9) Total Expenditures		\$114,445.48	\$472,123.98	\$658,500.00	71.70	28.30
NET INCREASE (DECREASE) IN FUND BALANCE		(\$110,721.36)	(\$84,069.26)	\$35,500.00		
ENDING FUND BALANCE			\$399,799.30	\$519,368.56		

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan 

DATE: April 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 24, 2019

ITEM:

A Notice of Completion for the new Jefferson Administration/Library Building project was filed on April 10, 2019.

PURPOSE:

The Notice of Completion was filed with the Kings County Recorder's Office.

FISCAL IMPACT:

The Notice of Completion was recorded and will be posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

RECOMMENDATION:

None.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler
FROM: Gerry Mulligan
DATE: April 15, 2019
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: (X) Information
() Action

Date you wish to have your item considered: April 24, 2019

ITEM:

Consider the following revised Board Policy & Administrative Regulation for information.

PURPOSE:

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

Policy and regulation updated to reflect new law (AB 746) which provides that, if a community water system finds lead above specified levels in a school's potable water system, the district must notify parents/guardians, shut down fountains and faucets, and provide a source of drinking water to students. Policy also deletes details regarding district strategies that are duplicated in the AR. Regulation also updates material related to particulate filters in school buses and carbon monoxide detectors to reflect current law.

- BP/AR 3514 - Environmental Safety

FISCAL IMPACT:

None

RECOMMENDATION:

Consider for adoption at next regular board meeting.

Hanford ESD

Board Policy

Environmental Safety

BP 3514

Business and Noninstructional Operations

The Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and. ~~He/she~~ shall develop strategies ~~establish a comprehensive plan~~ to prevent and/or mitigate environmental hazards. He/she shall consider ~~based on a consideration of~~ the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on ~~attendance~~, student ~~attendance~~, ~~and student~~ achievement and attendance.

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3517 - Facilities Inspection)

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

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

Such strategies shall focus on maximizing healthy ~~Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:~~

1. ~~Ensuring good indoor air quality; monitoring the~~ by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of outdoor air and adjusting ~~new or remodeled facilities~~
2. ~~Limiting outdoor activities as~~ when necessary; reducing ~~due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm~~
3. ~~Reducing exposure to~~ vehicle emissions; minimizing ~~diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles~~
4. ~~Minimizing exposure to lead and mercury; reducing the risk of unsafe~~ in paint, soil, and drinking water; inspecting and properly abating

5. ~~Inspecting facilities for naturally occurring asbestos; appropriately storing, using, and disposing and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials~~
6. ~~Ensuring the proper storage, use, and disposal~~ of potentially hazardous substances; [using](#)
7. ~~Ensuring the use of~~ effective least toxic pest management practices; [reducing](#)
8. ~~Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne~~ [illness; and addressing any other environmental hazards identified during facilities inspections.](#) ~~illnesses~~

[\(cf. 3510 - Green School Operations\)](#)
[\(cf. 3513.3 - Tobacco-Free Schools\)](#)
[\(cf. 3514.1 - Hazardous Substances\)](#)
[\(cf. 3514.2 - Integrated Pest Management\)](#)
[\(cf. 3516.5 - Emergency Schedules\)](#)
[\(cf. 3540 - Transportation\)](#)
[\(cf. 3541.1 - Transportation for School-Related Trips\)](#)
[\(cf. 3542 - School Bus Drivers\)](#)
[\(cf. 3550 - Food Service/Child Nutrition Program\)](#)
[\(cf. 5141.23 - Asthma Management\)](#)
[\(cf. 5141.7 - Sun Safety\)](#)
[\(cf. 5142.2 - Safe Routes to School Program\)](#)
[\(cf. 6142.7 - Physical Education and Activity\)](#)
[\(cf. 6163.2 - Animals at School\)](#)
[\(cf. 7150 - Site Selection and Development\)](#)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, [water boards](#), and other community organizations.

[\(cf. 1400 - Relations Between Other Governmental Agencies and the Schools\)](#)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain [environmentally safe and healthy](#) ~~environmental safety at the~~ schools.

[\(cf. 4131 - Staff Development\)](#)
[\(cf. 4231 - Staff Development\)](#)
[\(cf. 4331 - Staff Development\)](#)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or

governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

[\(cf. 5141.6 - School Health Services\)](#)

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-~~17614~~~~17613~~ Healthy Schools Act of 2000, least toxic pest management practices

[32080-32081 Carbon monoxide devices](#)

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

[116277 Lead testing of potable water at schools and requirements to remedy](#)

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-~~1537~~~~1533~~ Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

[2025 Retrofitting of diesel school buses](#)

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

[CODE OF REGULATIONS, TITLE 24](#)

[915.1-915.7 California Building Standards Code; carbon monoxide devices](#)

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15
 2601-2629 Control of toxic substances
 2641-2656 Asbestos Hazard Emergency Response Act
 UNITED STATES CODE, TITLE 42
 1758 Food safety and inspections
 CODE OF FEDERAL REGULATIONS, TITLE 40
 141.1-141.723 Drinking water standards
 745.61-745.339 Lead-based paint standards
 763.80-763.99 Asbestos-containing materials in schools
 763.120-763.123 Asbestos worker protections

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS

Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Frequently Asked Questions about Lead Testing of Drinking Water in California Schools: Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017

DIVISION OF THE STATE ARCHITECT PUBLICATIONS

K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016

~~Indoor Air Quality Tools for Schools~~, rev. ~~2007~~

Healthy School Environments Assessment Tool, rev. 2015~~2007~~

Indoor Air Quality Tools for Schools, rev. 2009

Mold Remediation in Schools and Commercial Buildings, September 2008

The ABCs of Asbestos in Schools, rev. August 2003

~~Mold Remediation in Schools and Commercial Buildings~~, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

CSBA: http://www.csba.org

AirNow: http://www.airnow.gov

American Association of School Administrators: [_http://www.aasa.org](http://www.aasa.org)
 California Air Resources Board: [_http://www.arb.ca.gov](http://www.arb.ca.gov)
[California Building Standards: http://www.bsc.ca.gov/codes.aspx](http://www.bsc.ca.gov/codes.aspx)
 California Department of Education, Health and Safety: [_http://www.cde.ca.gov/ls/fa/hs](http://www.cde.ca.gov/ls/fa/hs)
 California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>
 California Department of Public Health: [_http://www.cdph.ca.gov](http://www.cdph.ca.gov)
 California [State Water Resources Control Board](http://www.waterboards.ca.gov): ~~Indoor Air Quality Program:~~
<http://www.waterboards.ca.gov/eal-iaq.org>
 Centers for Disease Control and Prevention: [_http://www.cdc.gov](http://www.cdc.gov)
 Consumer Product Safety Commission: [_http://www.cpsc.gov](http://www.cpsc.gov)
 National Center for Environmental Health: [_http://www.cdc.gov/nceh](http://www.cdc.gov/nceh)
 Occupational Safety and Health Administration: [_http://www.osha.gov](http://www.osha.gov)
 U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 23, 1997 Hanford, California

reviewed: September 5, 2001

revised: October 19, 2011

[revised:](#) _____

Hanford ESD

Administrative Regulation

Environmental Safety

AR 3514

Business and Noninstructional Operations

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). –The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)
 (cf. 3511 - Energy and Water Management)
 (cf. 3517 - Facilities Inspection)
 (cf. 4157/4257/4357 - Employee Safety)
 (cf. ~~5030 – Student Wellness~~)
 (~~cf.~~ 5142 - Safety)
 (cf. 7111 - Evaluating Existing Buildings)
 (cf. 7150 - Site Selection and Development)

Indoor Air Quality

–In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. – The systems shall be inspected at least annually and problems corrected within a reasonable time. – Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. –Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

—Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. –Wet building materials and furnishings shall be dried within 48 hours if possible to

prevent mold growth. –When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites. [\(Education Code 17608-17614; Food and Agriculture Code 13182\)](#)

(cf. 3514.2 - Integrated Pest Management)

5. ~~The~~~~In any new school construction, and in all existing schools when feasible, the~~ Superintendent or designee shall install a carbon monoxide detector or alarm in ~~all~~~~each~~ school ~~buildings~~~~building~~ that ~~contain~~~~contains~~ a ~~fossil-fuel-~~burning appliance, fireplace, or forced-air furnace. –The device or alarm shall be ~~located~~~~placed~~ in close proximity to the appliance~~furnace~~ in order to accurately detect and alert school personnel of any ~~any~~ leakage of carbon monoxide. [\(24 CCR 915.1-915.7\)](#)

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. –Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. – Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair ~~activities~~~~duties~~ that require the use of potentially harmful substances shall be limited to those times when school is not in session. – Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

~~(cf. 6161.3 –Toxic Art Supplies)~~

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred

or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, ~~and/or~~ ultraviolet radiation levels, and/or temperature and humidity.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds ~~manufactured on or after April 1, 1977~~ shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed.

~~Whenever testing of drinking water finds concentrations of lead that exceed federal~~ and drinking

~~fountains~~ ~~state standards in 40 CFR 141.80 and 22 CCR 64678,~~ water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

~~Whenever~~ regularly cleaned and maintained to avoid the presence of dirt, mold ~~levels of arsenic, bacteria,~~ or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe ~~may recommend basic filtration or pipe flushing when feasible.~~

~~Until~~ drinking water. As needed ~~is assured to be safe,~~ the Superintendent or designee shall provide alternative sources of drinking water ~~may explore alternatives,~~ such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. ~~—As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.~~

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

~~Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.~~

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. ~~—Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.~~
3. Lead-based painted surfaces that are in good condition shall be kept intact. ~~— If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal~~

standards for safe work practices to minimize contamination when removing the paint.

4. Soil with ~~low~~^{high} lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. -As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. -This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased, ~~or~~ acquired, or otherwise used by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. ~~The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs.~~ (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

—Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by

state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

—All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training.

—New maintenance and custodial staff shall receive such training within 60 days after beginning employment. —Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

—The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: July 23, 1997 Hanford, California

reviewed: September 5, 2001

revised: October 19, 2011

revised: December 11, 2013

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/15/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/19

ITEM: Receive the following revised Exhibit for information:

- E 0420.41 – Charter School Oversight Exhibit

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

The Exhibit for Charter School Oversight is updated and reflects NEW LAW (SB 126, 2019) and NEW ATTORNEY GENERAL OPINION which clarify that charter schools are subject to the Brown Act, California Public Records Act, Political Reform Act, and conflict of interest laws, and NEW LAWS which (1) prohibit the operation of a charter school as a for-profit corporation or organization (AB 406); (2) provide that a student who is receiving individual instruction at home or a hospital due to a temporary disability must be allowed to return to the charter school when well enough to do so (AB 2109); (3) require specified accommodations for pregnant and parenting students (AB 2289); (4) prohibit taking negative action against a student or former student for a debt owed to the school (AB 1974); (5) require development of a local control funding formula (LCFF) budget overview for parents/guardians in conjunction with the local control and accountability plan (LCAP) (AB 1808); (6) require charter schools applying for certain categorical funding to adopt a school plan for student achievement (AB 716); (7) require charter schools to adopt a comprehensive safety plan (AB 1747); (8) require each bus to be equipped with a child safety alert system (AB 1840); (9) require charter schools serving grades 7-12 to offer comprehensive sexual health and HIV prevention education (AB 2601); (10) require parental notification regarding human trafficking resources (SB 1104); (11) require charter schools to exempt certain students transferring in grades 11-12 from locally established graduation requirements (AB 2121); (12) allow students to wear cultural or religious adornments at graduation ceremonies (AB 1248); (13) require charter schools to provide eligible students with a free or reduced-price meal each day (AB 1871); (14) require charter schools to review their suicide prevention policy at least once every five years (AB 2639); (15) require that the suicide prevention hotline number be printed on student identification cards (SB 972); (16) require notification of how to access school or community mental health services (AB 2022); (17) require an automated external defibrillator to be accessible at athletic events (AB 2009); (18) mandate the adoption of policy on bullying and cyberbullying prevention (AB 2291); (19) prohibit the use of seclusion and restraint for disciplinary purposes (AB 2657); (20) prohibit the inclusion of a student's or parent/guardian's personal information in board minutes when so requested (SB 1036); and (21) require charter schools receiving state facilities funding to provide an annual report of facilities expenditures and submit an audit within one year of project completion (AB 99, 2017; AB 1808).

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

Hanford ESD

Exhibit

Charter School Oversight

E 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

Requirements For Charter Schools

Charter schools shall be subject to the terms of ~~their charters, its charter;~~ any memorandum of understanding ~~with their chartering authority, between the school and the district~~ Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly ~~include~~ applicable to charter schools, including, but not limited to, requirements that each charter school ~~or the entity managing the charter school;~~

4Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)

2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

Operations

3. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

4. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

2Admission/Enrollment

~~Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)~~

3. ~~Not charge tuition (Education Code 47605)~~

4. ~~Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools~~

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

7. Serve students with disabilities in the same manner as such students are served in other ~~public~~district schools (Education Code 47646, 56145)

8. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence, ~~or that of his/her parents/guardians~~, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within ~~the~~that school's former attendance area. (Education Code 47605)

~~—~~If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an ~~admissions~~admission preference for students who are currently enrolled in ~~the~~that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. ~~However,~~ with preference ~~shall be~~ extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

c. Other ~~admissions~~admission preferences may be permitted by the ~~chartering~~Board of the district on an individual school basis consistent with law. (Education Code 47605)

9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

11. Allow a student who is enrolled in the charter school but receiving individual instruction

at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

12. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

13. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7

14. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)

15. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

16. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

17. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

18. Not charge tuition (Education Code 47605)

19. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools

20. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

21. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, in consultation with specified stakeholders and using the template adopted by the State Board of Education (SBE). To the extent practicable, data shall be reported in a manner consistent with how information is reported on the California School Dashboard. As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the school's budget. (Education Code 47604.33, 47606.5, 52064, 52064.1)

22. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)

23. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)

24. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

25. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)

26. If the charter school offers a kindergarten program, may also offer a transitional kindergarten program to students whose fifth birthday is from September 2 through December 2 (Education Code 48000)

~~27. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)~~

28. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school, beginning in the 2019-2020 school year (Education Code 51931, 51934)

29. ~~44~~If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources by January 1, 2020 (Education Code 49381)

30. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

31. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

High School Graduation

32. ~~Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any graduation requirements established by the charter school that exceed state requirements, unless the school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)~~

33. ~~Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)~~

34. ~~Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)~~

Student Expression

35. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing

36. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public

schools would be required to hold (Education Code 47605)

~~12. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)~~

~~1337. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)~~

~~1438. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)~~

~~1539. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)~~

~~1640. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)~~

~~17. Meet all statewide standards Parent/Guardian Involvement~~

~~41. On a regular basis, consult with parents/guardians and conduct any statewide assessments applicable to noncharter public school teachers regarding the charter school's educational programs (Education Code 47605, 47612.5, 60605, 60850-60859)~~

~~18. Offer at least the number of instructional minutes required by law for the grade levels provided by 42. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 46201.2, 47612.5, 47605)~~

~~19. If Nutrition~~

~~43. Beginning with the 2019-2020 school provides independent study, meet the requirements of Education Code 51745-51749.3 year, provide each eligible student with one nutritionally adequate free or reduced-price meal during each school day, except that the school may be allowed to offer courses required as provided for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)~~

~~20. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through a charter school that offers nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)~~

(Education Code 47613.5)

21. ~~If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level~~ (Education Code 221.9)

22. ~~If the 44.~~ If the charter school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

45. If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; ensure that a student with unpaid school meal fees is not shamed, treated differently, or served a meal that differs from other students; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)

46. If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)

Student Health

47. If the charter school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components, review the policy at least every five years, and, if the school issues student identification cards, print the telephone number of the National Suicide Prevention Lifeline on those cards (Education Code 215, 215.5)

48. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)

49. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

50. If the charter school offers an athletic program, annually provide ~~an~~ information ~~sheets~~ about ~~concussion and concussions~~/head ~~injury~~injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. -In the event that an athlete is suspected of sustaining a concussion or head injury, ~~passes out, or faints during or immediately after participation~~ in an athletic activity, ~~he/she~~the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until ~~he/she~~the student is

evaluated by a licensed health care provider and receives written clearance to ~~return to the activity, do so.~~ (Education Code 33479-33479.5, 49475)

~~23. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)~~

2451. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)

52. Provide students the right to exercise freedom of speech and school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the presstype required pursuant to Education Code 49414 (Education Code 49414)

53. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950) providing training to personnel who volunteer to administer the opioid antagonist

~~25. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)~~

26 Student Conduct/Discipline

54. Adopt a policy on bullying and cyberbullying prevention by December 31, 2019, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 32283.5)

55. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

Student and Parent/Guardian Records

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

57. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body

(Education Code 49073.2)

58. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information _(Education Code 47605)

~~59. If the charter school serves high school students, 27. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year, for use in the Cal Grant program, after notifying the grade point average (GPA) of all students in grade 12 and their parents/guardians as applicable, by October 15 verification of each year, high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the opportunity Student Aid Commission to opt out provide test scores in lieu of being deemed a Cal Grant applicant within a specified period of time of at least 30 days the GPA. (Education Code 69432.9, 69432.92)~~

28Facilities

60. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

Finance

~~6129. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)~~

~~30. Ensure the availability and proper use of emergency epinephrine auto injectors by: (Education Code 49414)~~

- ~~a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device~~
- ~~b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive~~

~~e. Providing defense and indemnification to volunteers for any and all civil liability from such administration~~

34. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)

~~3262. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)~~

63. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

64. Annually prepare and submit financial reports to the district ~~Governing~~ Board and the County Superintendent of Schools in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year. ~~For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)~~

~~b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template in 5 CCR 15497.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5; 5 CCR 15497.5)~~

~~When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)~~

~~eb.~~ By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

~~dc.~~ By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

~~ed.~~ By September 15, a final unaudited report for the full prior year. The report submitted to

the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

~~fe.~~ By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. ~~-The audit report shall also be submitted to the~~ state~~State~~ Controller and ~~the California-~~ Department of Education~~CDE~~. (Education Code 47605)

3365. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

~~66. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)~~

34. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article ~~XVI~~16, Section 8.5)

~~In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.~~

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: April 9, 2014 Hanford, California

revised: February 10, 2016

revised: May 10, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/15/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/19

ITEM: Receive the following revised Board Policy for information:

- BP 5131.2 – Bullying

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

This Board Policy is updated to reflect NEW LAW (AB 699) which requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. Policy also reflects the California Attorney General's model policy developed pursuant to AB 699, which requires staff training with specified components related to bullying prevention and response.

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

Hanford ESD

Board Policy

Bullying

BP 5131.2

Students

The ~~Governing Board of Trustees~~ recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school ~~environment~~environments that ~~protects~~protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900.0n-~~the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.~~ Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

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

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts,

social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. ~~1020 – Youth Services~~)

1400 - Relations Between Other Governmental Agencies and the Schools)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution ~~skills, social~~ skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

~~(cf. 6163.4 – Student Use of Technology)~~

Such instructionStaff shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community~~receive related professional development~~, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify ~~the information about early warning~~ signs of bullying or harassing behavior/~~intimidating behaviors and effective response.~~
4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a formal complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February ~~2014~~2014~~Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012~~
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Social and Emotional Learning: Guiding Principles, 2018Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

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

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

Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

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

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.common Sense media.org>

National School Safety Center: <http://www.schoolsafety.us>

Partnership for Children and Youth ON[the]LINE, digital citizenship resources:

<http://www.partnerforchildrenontheonlinea.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 22, 2012 Hanford, California

revised: June 12, 2013

revised: April 8, 2015

revised: September 23, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava



DATE: April 12, 2019

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

Date you wish to have your item considered: April 24, 2019

ITEM: Consultant Contract with Conscious Teaching

PURPOSE:Provide Classroom Management PD for New teachers on July 31st.Provide a Session on Classroom Management including supporting reluctant learners on August 8th.

FISCAL IMPACT: \$10,000

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: April 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 24, 2019

ITEM: Consultant Contract with Dr. Emily Mason of CSU, Fresno

PURPOSE:

Provide Music Instruction for Enrichment Summer School, June 17-28, 2019.

FISCAL IMPACT: \$5,100.00

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORMTO: **Joy C. Gabler**FROM: **Jill Rubalcava** DATE: **April 12, 2019**

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **April 24, 2019****ITEM:** Consultant Contract with Key2Ed Incorporated**PURPOSE:**

Provide Professional Development, **Exemplary Customer Service** to employees in the following roles:

Day 1 Participants: Site Administrators, SOOs, Department Managers

Day 2 Participants: Student Specialists, Clerks, LVNs, Bus Drivers, READY Leads

This one-day Key2Ed workshop will present ideas/concepts on implementing a welcoming culture while serving education's customers, students and families, and how we can provide exemplary service to them. Participants will explore best practices in customer service and discuss how we can utilize and adapt these practices to education at the district and school levels, to promote quality educational practices.

FISCAL IMPACT: \$6,500**RECOMMENDATIONS:** Approval


ADM-018

7/16

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: April 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2019**

ITEM: Hear public input on Hanford Elementary School District's (HESD's) initial proposal for a successor agreement with the Hanford Elementary Teachers Association (HETA) beginning with the 2019-2020 school year.

PURPOSE: The District's initial proposal for a successor agreement with HETA was presented at the Board Meeting on April 10, 2019. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

The current collective bargaining agreement between the District and HETA expires June 30, 2019.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept District's initial proposal for contract negotiations with HETA.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
FOR SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH
HANFORD ELEMENTARY TEACHERS ASSOCIATION
Effective July 1, 2019**

Article 1: Agreement

Update dates for terms of the Agreement.

Consider adding language in support of the Agreement.

Article 2: Recognition

Update exempt employees list - School Social Worker

Article 4: Association Rights

Revise language related to School Site Councils to align with State and Federal guidelines. Negotiate language regarding orientation and sharing employee information under AB 119.

Article 7: Professional Dues and Payroll Deductions

Revise language to align with Federal law related to the Janus decision.

Article 8: Transfer

Update language related to Specialists not carrying a register to reflect current job titles.

Revise paragraph reference for clarity in Section D.8.

Discuss option of moving a probationary teacher involuntarily without providing them protections in the new placements – e.g. when teacher could benefit from different grade level placement during the second year of probation.

Article 11: School Calendar

Discuss the minimum day on last day of school – clarification of check out duties.

Discuss parent teacher conference days.

Article 13: Teaching Hours and Teaching Load

Discuss Minimum Days for Collaboration.

Consider adding language to outline work day for Instructional and Induction Coaches.

Discuss aligning break times for 6th grade at Jefferson with 7th and 8th grade.

Discuss the minimum day on last day of school – clarification of check out duties.

Add language to clarify the definition of a full-time employee.

Article 16: Leaves

Discuss reporting of Personal Necessity Leave and use of Personal Necessity Leave for other employment.

Discuss Paid Family Illness Leave.

Discuss Excused Absence Without Loss of Pay.

Clarify language for providing teachers with written statement of leave balances (is now on paycheck monthly).

Article 18: Health & Welfare Benefits

Discuss Health & Welfare Benefits in combination with any proposed salary increases or additional cost items as a total compensation package.

Article 20: Salary

Discuss salary in combination with any changes to health & welfare benefits or additional cost items as a total compensation package.

Article 24: Negotiating Procedures

Discuss the District providing the final copy of the Agreement electronically only.


Article 30: Effect of the Agreement

Update dates for Effect of the Agreement.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: April 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2019**

ITEM: Hear public input on Hanford Elementary Teachers Association's (HETA's) initial proposal for a successor agreement between Hanford Elementary School District (HESD) and HETA beginning with the 2019-2020 school year.

PURPOSE: HETA's initial proposal for a successor agreement with HESD was presented at the Board Meeting on April 10, 2019. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

The current collective bargaining agreement between the District and HETA expires June 30, 2019.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear comments from the public and accept HETA's initial proposal for contract negotiations with HESD.

Hanford Elementary Teachers Association
INITIAL PROPOSAL FOR 2019-2020
COLLECTIVE BARGAINING AGREEMENT

Article 11: School Calendar and Work Year

Discuss modification to nurse's calendar

Article 13: Teaching Hours and Teaching Load

Break minutes-20 consecutive minutes of break

Staff meetings-one scheduled meeting per month

Article 14: Class Size

Class size: make ceilings even numbers

Article 16: Leaves

Personal compelling-increase to 5 consecutive day

Personal day language-spouse/domestic partner

Article 18: Employee Group Health and Welfare Insurance Benefits

Maintain fully-funded benefits

Article 20: Salary

Continue competitive salary


Add Article 31: New Teacher Procedures

Bill AB 119 language

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan 

DATE: April 15, 2019

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

FOR: () Information
(X) Action

Date you wish to have your item considered: April 24, 2019

ITEM:

Consider award for the reroof of Woodrow Wilson Jr. High School's Building 200 and Band Room to Graham Prewett Construction.

PURPOSE:

Graham Prewett Construction was low bid to the Woodrow Wilson Jr. High School Reroof for Buildings B, C, D & Q. Once the bid is awarded, we expect to start the project on June 10th. The work shall be completed within 60 calendar days ending on August 9, 2019.

FISCAL IMPACT:

The total cost for labor and incidentals on this project is \$157,000.00.

RECOMMENDATION:

Award bid as presented for the Woodrow Wilson Jr. High School Roof Project to Graham Prewett Construction.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: April 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 24, 2019

ITEM:

Consider award for the Washington Modernization project.

PURPOSE:

Bids will be accepted until 2:00 p.m. on Tuesday, April 23, 2019. All eligible bids received will be opened, tabulated and will be presented to the Board.

FISCAL IMPACT:

Cost of the project will be presented at the Board Meeting.

RECOMMENDATION:

Award bid as presented for the Washington Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: April 24, 2019

FOR: ☐ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered:

ITEM: Request approval for Migrant students to participate in the 2019 Migrant State and Speech Debate Tournament

PURPOSE: The Speech and Debate Tournament offers migrant students an opportunity to compete at a state level with other Migrant students, who will also be representing their respective regions. We have five HESD Migrant students who've qualified to advance and represent Region VIII at the next level of competition. This year Region XVII will be hosting the Speech and Debate tournament with tournament activities taking place at Ventura and Oxnard California, from May 3-7, 2019. In preparation for the tournament, these students have honed their critical thinking ability and research skills to carefully craft compelling arguments grounded on credible sources.

The five eligible HESD Migrant students have parent/guardian signed HESD permission slips specific to this event on file.


FISCAL IMPACT: None - This event is sponsored by Migrant Region VIII, and they will cover all expenses.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: April 15, 2019

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2019**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/8/19

- Kayla Luis, Physical Education Teacher, Probationary
- Sophie Flemion, Teacher, Probationary

Yard Supervisor

- Amy McClard, Yard Supervisor – 2.0 hrs., Washington, effective 4/23/19

Temporary Employees/Substitutes

- Jennifer Aguirre, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Savannah Bruner, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 4/23/19 to 6/7/19
- Angelica Davila, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 4/23/19 to 6/7/19
- Fronerricka "Tobi" Farley, Substitute Yard Supervisor, effective 4/11/19
- Jocelyn Sanchez Gomez, Short-term Yard Supervisor – 1.75 hrs., (M,W,F), Hamilton, effective 4/23/19 to 6/7/19
- Sonia Gutierrez, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19

Temporary Employees/Substitutes (cont.)

- Darryl Parks, Substitute Custodian II, effective 4/5/19
- Olga Ramirez, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Joana Garcia Raya, Short-term READY Program Tutor – 4.5 hrs., Roosevelt, effective 4/23/19 to 6/7/19
- Earlisha White, Short-term Yard Supervisor – 2.0 hrs., Roosevelt, effective 4/23/19 to 6/7/19

b. Resignations

- Kendra Banuelos, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/7/19
- Emma Champlin, Substitute READY Program Tutor and Yard Supervisor, effective 12/20/18
- Maria Linares, Substitute Yard Supervisor, effective 4/12/19

c. Retirement

- Debra Cawley, School Nurse, Simas/Special Services, effective 6/21/19 (revised date)

d. More Hours/Transfer

- Alma Piña, Food Service Worker I, from 3.0 hrs., Lincoln to 3.5 hrs., King, effective 4/23/19

e. Temporary Out of Class Assignment

- Fernanda Mosqueda, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Washington, effective 2/19/19 to 6/7/19
- Mariah Romero, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Simas, effective 3/5/19 to 6/7/19

f. Job Description

- Supervisor, READY Program (new)

g. Volunteers

<u>Name</u>	<u>School</u>
Marcelo Huizar	Jefferson
Lagawna Glass	Roosevelt
Michael Bonilla (HESD Employee)	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT**Job Description:****Supervisor, READY Program****(Recreation Enrichment Academics Devoted to Youth)****DEFINITION:**

Under the direction of the Assistant Superintendent of Special Services, the Supervisor of the "READY" Program supervises, trains and evaluates assigned personnel, plans, organizes, coordinates and directs the District's "READY" program. The primary responsibility of the Supervisor of "READY" is to ensure a robust after school program that supports academic enrichment for students enrolled in the program.

SUPERVISION RECEIVED AND EXERCISED

The Supervisor of "READY" receives general supervision from the Assistant Superintendent of Special Services. This management level position is the first level supervisor of the "READY" Program staff.

DISTINGUISHING CHARACTERISTICS:

This management position requires an individual to work a flexible work schedule, be available for emergency calls and to provide general oversight and support during "READY" program hours. The Supervisor for "READY" serves as the District representative for the "READY" Program for day to day operations in addition to serving as a representative at regional meetings to ensure program compliance.

ESSENTIAL FUNCTIONS:

Duties may include but are not limited to the following:

- Trains, directs, supervises, and evaluates assigned personnel; recommends and participates in disciplinary action as needed; participates in staff planning, interviewing and selection process for new staff as assigned.
- Encourages and supports effective communication and working relations with "READY" Program staff, students, families, and the schools.
- Communicates regularly and consistently with site personnel to ensure that the program operates effectively; that problems are addressed efficiently and quickly. Implements a communication process in which staff members communicate with one another on a continuing basis.
- Directly oversees the coordination and facilitation of program evaluation for the "READY" Program for the purposes of compliance auditing.

ESSENTIAL FUNCTIONS: (continued)

- Works with the Administrative Secretary assigned to “READY” to collect and submit all required documentation to the Fiscal Services department as required through routine audits of the District’s programs.
- Works with the Administrative Secretary assigned to “READY” to collect and submit all required documentation to the California Department of Education as required by the program grant.
- Coordinates and facilitates the collection of documents to complete the renewal process for the “READY” Program.
- In collaboration with certificated staff, monitors pupils’ progress within the scope of the grant guidelines and adjusts the program to improve student achievement.
- Coordinates professional development activities with input and coordination from the school site administration to support “READY” staff with activities, strategies, and best practices to support students in a robust learning environment.
- Provides orientation and training for “READY” staff and volunteers for safety and compliance with Board Policy and other regulations.
- Assists the Principals in establishing a program that meets the needs of children and provides developmentally appropriate responses to those needs, utilizing the resources of a variety of community agencies to help meet those needs.
- Assists with student disciplinary issues as needed.
- Administers first aid and medical assistance as needed.
- Interacts with different community agencies to establish an after-school program that meets the full range of needs of the children it serves.
- Assists in establishing a collaborative relationship with community agencies to support their involvement in the after-school program(s).
- Works with various community agencies to provide opportunities for children and youth in such areas as sports, career development, and community services.

NECESSARY EMPLOYMENT STANDARDS:

Knowledge of:

Community agencies' functions and responsibilities.

Ethnic and cultural diversities.

Basic computer skills to assist in word processing, data collection and analysis of programs.

Ability to:

Identify and determine basic needs of students and parents, utilizing appropriate survey and data collection methods.

Analyze and evaluate information received on the student population served in order to identify basic needs of students and their families and establish appropriate services to meet those needs within the confines of the READY Program grant.

Establish rapport with people of diverse ethnic and cultural backgrounds.

Develop excellent public relations skills with community, agency, and school personnel.

Communicate effectively with and before groups.

Maintain confidentiality.

Work independently.

EDUCATION AND EXPERIENCE:

Education: Graduation from or in process of attaining graduation from an accredited and recognized college or university with a Bachelors Degree in liberal arts, social work, education or a related field, with 12 units of early childhood education course work.

Or completion of an Associate's Degree in a related field and at least two years of current experience (paid or unpaid) in coordinating or supervising a child care services program, children's enrichment program, preschool program or other educational program may substitute up to two years of the required education on a year-for-year basis beyond the work experience required below.

Education: (cont.)

Additional HESD READY Program experience may be substituted for up to four years of the required education on a year-for-year basis.

Experience: Minimum of one year of paid work experience in program coordination of services to children.

OTHER REQUIREMENTS

Valid California Class C Driver's License

Possession of personal vehicle, DMV-registered and in good operating condition for conducting District business.

Liability insurance for personal vehicle in accordance with California law.

Valid First Aid and Basic C.P.R. cards.

WORKING CONDITIONS

Environment: Indoor and outdoor environment; subject to driving, working irregular hours, including evenings and weekends.

Physical Abilities: Hearing and speaking to exchange information in person or on telephone; sitting and standing for extended periods of time; seeing to read complex documents, assignments; Bending at the waist, kneeling or crouching to provide assistance and monitor student activities; ability to lift equipment and students weighing up to 50 pounds; reaching overhead; above shoulders, and horizontally; dexterity of hands and fingers to operate personal computer; and the ability to drive an automobile.

Adopted: _____, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2019

ITEM:

Consider approval of the 2019-2020 Local Control Accountability Plan (LCAP) and District budget public hearing date of June 12, 2019 at 5:30pm.

PURPOSE:

The proposed Local Accountability Plan and District budget can be adopted only after public hearings have been held. The LCAP and District Budget must be adopted by June 30, 2019. The District recommends the public hearings be held during the regular meeting on June 12, 2019. A copy of the public notice that will be published has been included for your reference.

The Superintendent hereby notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the Local Control Accountability Plan (LCAP).

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the public hearing date and time.

PUBLIC NOTICE

2019-2020 Budget Hearing

Public Hearings for the 2019-20 Hanford Elementary School District Local Control Accountability Plan and District Budget will be held by the Trustees of the Hanford Elementary School District on June 12, 2019, at 5:30 p.m. in the District Office Board Room at 714 N. White Street, Hanford, CA 93230.

Any taxpayer directly affected by the Hanford Elementary School District may appear before the Trustees of the Hanford Elementary School District and speak on the proposed budget or any item therein. The proposed budget may be inspected by the public from June 5, 2019, 7:30 a.m. to 4:30 p.m., through June 12, 2019, 7:30 a.m. to 4:30 p.m., in the District Office at 714 N. White Street, Hanford, CA 93230.

Date to Publish: May 29, 2019

Paper to Publish: Hanford Sentinel

Contact: David Endo

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2019

ITEM:

Consider approval of Resolution #20-19 that will allow the District to use statewide agreements for procurement purposes.

PURPOSE:

There are a variety of competitively bid contracts, master agreements, and other arrangements that will allow the District to access certain pricing without the need for competitive bidding. The District feels that the various statewide solicitations will allow for better pricing and a saving of time that is needed to advertise for a variety of items.

FISCAL IMPACT:

There should be savings associated with the purchasing arrangement.

RECOMMENDATIONS:

Approve Resolution #20-19 that will allow the District to use statewide agreements for procurement purposes.

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

**RESOLUTION TO APPROVE CONTRACTS, LEASES, REQUISITIONS OR
PURCHASE ORDERS PROCURED PURSUANT TO PUBLIC CONTRACT
CODE SECTIONS 10290 ET SEQ. AND 12100 ET SEQ.
AND PUBLIC CONTRACT CODE SECTION 20118**

RESOLUTION NO. 20-19

WHEREAS, the governing board of a school district under Public Contract Code section 10290 et seq. may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements, including agreements with entities outside the state or other agreements that leverage the state's buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code; and

WHEREAS, the governing board of a school district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases; and

WHEREAS, the governing board of a district is required to make a determination that a purchase through a public corporation or agency is in the best interests of the district to take advantage of the exceptions to competitive bidding noted above; and

WHEREAS, the Governing Board of the Hanford Elementary School District ("District") has determined that it is in the best interest of the District to authorize procurement of goods, services, or technology goods and services in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding; and

WHEREAS, the Governing Board of the District has determined that it is in the best interest of the District to authorize by contract, lease, requisition, or purchase order, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property in accordance with Public Contract Code section 20118 (also known as "Piggyback Bids"); and

WHEREAS, the District desires by a majority of the vote of the Governing Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the

District's Superintendent and his designee to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders under cooperative purchase networks, as well as to execute, deliver or otherwise negotiate contracts, leases, requisitions, or purchase orders in accordance with Public Contract Code section 20118 for Piggyback Bids, or to otherwise carry out the intent of this Resolution, all subject to the following conditions:

- a. Confirmation that the goods, services, or technology goods and services being procured by the District from the vendor are specifically set forth in a current and valid cooperative purchase contract, and that the prices paid by the District are equal to or lower than the prices set forth in the current and valid cooperative purchase contract, and meets any other applicable requirements under Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code;
- b. Confirmation that the underlying Piggyback Bid is valid and was properly procured by the public corporation or agency in a manner that the public corporation or agency is authorized by law to make such leases or purchases, and confirmation that all materials, supplies or equipment to be procured by the District are specifically set forth in the original underlying Piggyback Bid;
- c. Any contract, requisition, or purchase order procured pursuant to this Resolution shall be approved or ratified by the Governing Board, with said approval or ratification to be evidenced by a motion of the Governing Board duly passed and adopted.

NOW, THEREFORE, the District hereby finds, determines, declares and resolves as follows:

Section 1. Determination of Recitals. All of the recitals set forth above are true and correct, and the District Governing Board so finds and determines.

Section 2. Determination of Purchase Through Cooperative Purchase Networks. The Governing Board of the District hereby finds and determines that it is in the best interest of the District to authorize procurement of goods, services, or technology goods and services in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding.

Section 3. Determination of Purchase Through Piggyback Bids. The Governing Board of the District hereby finds and determines that it is in the best interest of the District to authorize by contract, lease, requisition, or purchase order, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, field turf and other personal property in accordance with Public Contract Code section 20118.

Section 4. Delegation of Authority. The Governing Board of the District desires by a majority of the vote of the Governing Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the District's Superintendent and his designee to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders under cooperative purchase contracts, as well as to execute, deliver or otherwise negotiate contracts, leases, requisitions, or purchase orders in accordance with Public Contract Code section 20118 for Piggyback Bids, or to otherwise carry out the intent of this Resolution, subject to the conditions

set forth herein.

Section 5. Effective Date. This resolution shall be effective as of date of its adoption until otherwise rescinded by the Governing Board.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Hanford Elementary School District this 24th day of April, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Tim Revious, President of Governing Board of the Hanford Elementary School District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Education
Hanford Elementary School District

I, Greg Strickland, Clerk of the Governing Board of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 24th day of April, 2019, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Hanford Elementary School District Governing Board this 24th day of April, 2019.

Clerk of the Board of Education
Hanford Elementary School District