

Hanford Elementary School District



NOTE LOCATION
CHANGE

REGULAR BOARD MEETING AGENDA

Wednesday, October 9, 2019

Washington School

2245 N. Fairmont, Hanford, CA

OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag
- Washington Elementary School Highlight – Lindsay Hastings, Principal

CLOSED SESSION

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

Administrative Panel Recommendations

Case# 20-01 Wilson

OPEN SESSION

- Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated September 20, 2019 and September 27, 2019
- b) Approve minutes of Regular Board Meeting held on September 25, 2019
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$73.50 from eScrip
- e) Approve donation of school supplies from 99 Cent Store

3. INFORMATION ITEMS

- a) Receive for information Phone Survey from Isom Advisors (Endo/Jason List)
- b) Receive for information the Local Indicators for State Priority 3: Parent Engagement (Carlton)

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

- c) Receive for information the Independent Citizen's Bond Oversight Committee Annual Report (Endo)
- d) Receive for information the following revised Board Policy and Administrative Regulation: (McConnell)
 - BP/AR 5141.52 – Suicide Prevention
- e) Receive for information the following revised Board Policy: (McConnell)
 - BP 5146 – Married/Pregnant/Parenting Students
- f) Receive for information the following revised Administrative Regulation: (McConnell)
 - AR 6183 – Home and Hospital Instruction
- g) Receive for information the following revised Board Policy: (Gabler)
 - BP 0420.42 – Charter School Renewal
- h) Receive for information the following revised Board Policy: (Gabler)
 - BP 1100 – Communication with the Public
- i) Receive for information the following revised Board Bylaw: (Gabler)
 - BB 9110 – Term of Office
- j) Receive for information the following revised Administrative Regulation: (Mulligan)
 - AR 3543 – Transportation Safety and Emergencies
- k) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3100 – Budget
- l) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3260 – Fees and Charges
- m) Receive for information the following revised Administrative Regulation: (Endo)
 - AR 3311.1 – Uniform Public Construction Cost Accounting Procedures
- n) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
 - BP/AR 3515.4 – Recovery for Property Loss or Damage

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for adoption the Resolution #6-20: Regarding Absent Board Member Compensation (Gabler)
- b) Consider for adoption the Resolution #7-20: Regarding Absent Board Member Compensation (Gabler)
- c) Consider for approval the Proposal from Mangini Associates, Inc. to Update the District's Architect Drawings (Mulligan)
- d) Consider declaring obsolete: McGraw Hill and CPO Science Materials from the 2006 Adoption (Rubalcava)
- e) Consider approval of the following revised Board Policy and new Exhibit: (Rubalcava)
 - BP/E 6161.1 – Selection and Evaluation of Instructional Materials

5. PERSONNEL (Martinez)

- a) Employment
 - Classified
 - Kendra Banuelos, READY Program Tutor – 4.5 hrs., Simas, effective 9/23/19
 - Ana Gomez, READY Program Tutor – 4.5 hrs., Richmond, effective 9/30/19
 - Perla Leon Perez, Food Service Worker I – 3.25 hrs., Jefferson, effective 9/23/19

- KeAura Muldrow, Food Service Worker I – 3.25 hrs., Lincoln, effective 9/26/19
 - Raquel Ramirez, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/24/19
- Temporary Employees/Substitutes

- Jennifer Aguirre, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 9/30/19 to 12/20/19
- Ashley Borges Brieno, Substitute READY Program Tutor, effective 9/30/19
- Ana Gomez, Short-term READY Program Tutor – 4.5 hrs. (M,T,Th,F) and 5.5 hrs., (W), Richmond, effective 9/3/19 to 9/27/19
- Cynthia Gonzalez, Substitute READY Program Tutor, effective 9/27/19
- Sanita Ieronimo, Short-term READY Program Tutor – 4.5 hrs., Monroe, effective 9/30/19 to 11/15/19
- Veronica Limon, Substitute Yard Supervisor, effective 9/27/19
- Sara Lira, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/30/19 to 11/22/19
- Carolina Munoz Gomez, Substitute Yard Supervisor, effective 9/19/19
- Norma Quintana, Substitute Alternative Education Aide, Special Circumstance Aide and Special Education Aide, effective 9/23/19
- Megan Schaub, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 9/26/19 to 12/20/19

Yard Supervisors

- Sarahi Vazquez, Yard Supervisor – 3.25 hrs., Lincoln, effective 10/7/19

b) Resignation

- Cheryl Lovett, Dispatcher – 8.0 hrs., Transportation, effective 6/12/20
- Perla Leon Perez, Yard Supervisor – 1.5 hrs., King, effective 9/20/19
- Raquel Ramirez, Yard Supervisor – 2.0 hrs., Lincoln, effective 9/23/19
- Lynda Rodriguez. Substitute READY Program Tutor, effective 6/6/19

c) Termination

- Elvia Romero, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 1/14/19
- Danira Sandoval, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 12/17/18
- Kathleen Simas, Substitute Clerk Typist II, effective 9/7/18

d) Promotion/Transfer

- Christina Mora, from School Operations Officer, Monroe to Program Manager, Special Services, Special Services Department/District Office, effective 10/7/19

e) More Hours

- Jenny Gonzalez, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Lincoln, effective 10/7/19
- Jennifer Navarro Rodriguez, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., Lincoln, effective 10/7/19

f) Job Description

- Addendum to Administrative Secretary II – “Confidential” Administrative Secretary II (revised)

g) Volunteers

<u>Name</u>	<u>School</u>
Shakakahn Jones	Hamilton
Atari Mims	Hamilton

<u>Name</u>	<u>School</u>
Serena Nicar	Hamilton
Maryini Sol Alcantar	Hamilton
Viviana Brenes	Jefferson
Araya Ibarra	Jefferson
Diana Quiroz	Jefferson
Socorro Range	Jefferson
Ana Zuniga	Jefferson
Salai Villasenor	Monroe
Jacquelyn Meza	Richmond
Teresa Pasillas-Velasquez	Richmond
Maria Castillo	Roosevelt
Danielle Banky	Simas
Monica Connor	Simas
Jennifer Endecott	Simas
Lincoln Endecott	Simas
Victor Gray	Simas
Seth Randalls	Simas
Lauren Ricks	Simas
Gina Roberson	Simas
Hanna Taylor	Simas
Erlan Zuniga	Simas
Geraldine Zuniga	Simas
Marissa Tavarez	Washington
Allyssa Van Noort	Washington
Madeline Van Noort	Washington

6. FINANCIAL (Endo)

- a) Consider appointment of the Citizens' Oversight Committee

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: September 27, 2019

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

Date you wish to have your item considered: October 9, 2019

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 20-01 Wilson

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/09/2019

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/20/19 and 09/27/19.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 09/20/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12618542	13	DAWN ACOSTA Allowance	\$200.00
12618543	3970	MICHELLE ADAMS Other Services	\$14.95
12618544	6745	JUANA AGUILAR Other Services	\$100.00
12618545	6431	AMAZON.COM Instl Matls/Books/Office Supplies	\$10,026.15
12618546	53	AMERICAN MUSIC COMPANY Repairs	\$256.15
12618547	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$3,434.22
12618548	59	AMERIPRIDE UNIFORM SERVICES Kitchen Mop/Mat Services	\$511.85
12618549	2352	AMS.NET Software License/Other Services	\$13,659.10
12618550	7444	ROBERT ANGEL Other Services	\$35.00
12618551	7230	ARDENT GENERAL INC Buildings & Improvements	\$249,874.15
12618552	6253	AT&T Telephone	\$2,241.60
12618553	7167	AVERIE GRACE DESIGNS Instl Matls	\$890.18
12618554	6628	AWESOME CHARTERS AND TOURS LLC Staff Transportation	\$1,175.00
12618555	3258	BANK OF AMERICA Travel & Conf	\$421.77
12618556	6112	JENNIFER BAYS Mileage	\$100.34
12618557	7399	BIMBO BAKERIES USA Food	\$2,951.00
12618558	6315	BRIANNE BRIENO Mileage	\$100.46
12618559	7040	CA ALLIANCE FOR JAZZ Entry Fee	\$195.00
12618560	7436	CALIFORNIA LATINO SCHOOL Travel & Conf	\$900.00
12618561	1667	CDW GOVERNMENT INC. Technology	\$36,367.74
12618562	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$1,650.00
12618563	344	CMEA TREASURER CENTRAL SECTION Entry Fees	\$400.00
12618564	3068	DEBRA COLVARD Mileage	\$234.32
12618565	7403	EMILY COMBADO Travel & Conf/Mileage	\$488.52
12618566	7443	KIMBERLY CURRY Other Services	\$30.00
12618567	3370	DANNIS WOLIVER & KELLEY Travel & Conf	\$2,000.00
12618568	405	DASSEL'S PETROLEUM INC. Fuel	\$6,874.19
12618569	3237	CLAUDIA DAVIS Allowance	\$200.00
12618570	3682	FASTENAL Maintenance Supplies	\$17.48
12618571	6851	JENNIFER FOSSETT Allowance	\$109.74
12618572	1769	FRESNO PRODUCE Food	\$18,470.47
12618573	6090	MALISSA FROLEY Other Services	\$34.95
12618574	7438	MALIKIA GALLOWAY Mileage	\$71.92
12618575	2749	GARDA CL WEST INC. Kitchen Services	\$199.40
12618576	1393	GAS COMPANY Gas	\$204.73
12618577	591	GOLD STAR FOODS Food	\$21,396.63
12618578	1816	LUCY GOMEZ Parent Involvement	\$167.71
12618579	5975	VANESSA GOMEZ Allowance	\$200.00
12618580	3656	HANFORD AUTO & TRUCK PARTS Maint/Transportation Supplies	\$320.97
12618581	686	JERI HIGDON Travel & Conf/Mileage	\$43.35
12618582	2427	HOME DEPOT CREDIT SERVICES Maint/Grounds Supplies	\$504.31
12618583	2528	INDUSTRIAL PLUMBING SUPPLY Equipment	\$22,522.50
12618584	2062	JOHN'S INCREDIBLE PIZZA Field Trip	\$1,616.82
12618585	780	GREGORY B. KELLEY Allowance	\$144.65
12618586	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$106.68
12618587	3962	KINGS COUNTY GLASS Repairs	\$7,353.44
12618588	801	KINGS COUNTY MOBILE LOCKSMITH Maint Supplies	\$870.66
12618589	808	KINGS WASTE & RECYCLING Garbage	\$1,577.20

Warrant Register For Warrants

Dated 09/20/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12618590	808	KINGS WASTE & RECYCLING DSF Garbage	\$318.05
12618591	986	LAWNMOWER MAN Repairs/Equipment	\$2,532.89
12618592	838	LAWRENCE TRACTOR COMPANY Grounds/Transportation Supplies	\$197.40
12618593	994	MOBILE MODULAR MGMT. CORP. Leases	\$150,360.00
12618594	1058	OFFICE DEPOT Office Supplies	\$1,685.67
12618595	1058	OFFICE DEPOT Kitchen Office Supplies	\$124.73
12618596	7016	CAROLINA ORTEGA DE GARCIA Instl Matls	\$5.36
12618597	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$11,234.42
12618598	6633	PARK PLANET Land Improvements	\$30,134.75
12618599	6792	PEARSON EDUCATION Software License/Instl Consultant	\$9,780.00
12618600	4263	JEREMY PRINCETTA Allowance	\$200.00
12618601	1168	PRODUCERS DAIRY PRODUCTS Food	\$20,250.14
12618602	5452	SUSAN SCHNEIDER Allowance	\$200.00
12618603	1356	SILVAS OIL COMPANY INC. Fuel	\$501.54
12618604	6826	SITELOGIQ Land Improvements/Buildings & Improvements	\$411,348.80
12618605	1801	SMART & FINAL STORES (HFD KIT) Food	\$76.89
12618606	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$19,418.85
12618607	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$4,873.50
12618608	1405	STAPLES CREDIT PLAN CDS Supplies	\$100.15
12618609	1444	SYSCO FOODSERVICES OF MODESTO Food/Kitchen Supplies	\$25,291.36
12618610	4369	APRIL TAMAYO ALATORRE Mileage	\$101.73
12618611	6944	TETER LLP Buildings & Improvements	\$2,820.13
12618612	1508	U.S. POSTAL SERVICE (CMRS-POP) Postage	\$3,000.00
12618613	1521	UNITED REFRIGERATION INC. Maint Matls	\$5,906.39
12618614	6731	MARIA VILLA Prepaid Meals	\$9.00
Total Amount of All Warrants:			\$1,111,737.05

Credit Card Register For Payments
Dated 09/20/2019

Document Number	Vendor Number	Vendor Name	Amount
14027003	3599	4IMPRINT INC Instl Matls	\$3,407.12
14027004	1363	BEST BUY Food	\$13.86
14027005	176	BSN SPORTS Warehouse	\$403.79
14027006	273	CASBO Travel & Conf	\$1,185.00
14027007	509	EWING IRRIGATION PRODUCTS Grounds Matls	\$1,019.86
14027008	652	HANFORD SENTINEL Other Services	\$229.00
14027009	5690	INDOFF INCORPORATED Warehouse	\$1,038.08
14027010	806	KINGS COUNTY TROPHY Athletic Rewards	\$58.99
14027011	1002	MORGAN & SLATES INC. Maint/Grounds/Trans Supplies	\$259.61
14027012	1547	VALLEY PUBLIC TELEVISION Other Services	\$500.00
Total Amount of All Credit Card Payments:			\$8,115.31

Warrant Register For Warrants

Dated 09/27/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12619389	7003	ALL VALLEY PRINTING INC. Parent Involvement Matls	\$471.90
12619390	5638	AMERICAN SAFETY & HEALTH Medical Supplies	\$470.24
12619391	6253	AT&T Telephone	\$81.58
12619392	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$1,552.69
12619393	7167	AVERIE GRACE DESIGNS Instl Matls	\$334.62
12619394	4983	B & H PHOTO-VIDEO Software License	\$299.00
12619395	7418	B-TOKEN USA INC. Instl Matls	\$1,190.00
12619396	2758	BALLOONS EVERYWHERE READY Matls	\$124.29
12619397	113	BARNES AND NOBLE-5886056 Books	\$678.74
12619398	176	BSN SPORTS Warehouse	\$5,776.47
12619399	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$558.00
12619400	236	STATE OF CALIFORNIA Other Services	\$1,773.00
12619401	1667	CDW GOVERNMENT INC. Equipment	\$1,778.16
12619402	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$1,800.00
12619403	344	CMEA TREASURER CENTRAL SECTION Band Entry Fee	\$200.00
12619404	3068	DEBRA COLVARD Software License	\$59.00
12619405	4178	COOK'S COMMUNICATION Office Matls	\$224.55
12619406	7430	CREATIVE EDUCATION EVENTS Inst'l Consultant	\$4,000.00
12619407	3200	CROWN AWARDS Instl Matls	\$467.86
12619408	3618	CURRICULUM ASSOCIATES INC. Books	\$479.90
12619409	6190	CUSTOMINK Instl Matls	\$4,274.93
12619410	4571	ERICA D'SOUZA Allowance	\$9.33
12619411	1948	DOWNING PLANETARIUM CSUF Study Trip	\$348.00
12619412	7206	EBLI Software License	\$400.00
12619413	6661	ENGINEERING IS ELEMENTARY Instl Matls	\$1,615.88
12619414	7330	NICOLE D. ESQUEDA OD Homeless Needs	\$40.00
12619415	7402	FINALSITE Other Services	\$17,500.00
12619416	4092	FITNESS FINDERS INC Software License	\$650.78
12619417	2290	ROBERT A. GARCIA Travel & Conf	\$178.00
12619418	2687	JONI R. GARNER Allowance	\$161.41
12619419	1393	GAS COMPANY Gas	\$19.88
12619420	6979	BRITTNI GINGRAS Other Services	\$100.00
12619421	1816	LUCY GOMEZ Travel & Conf	\$178.00
12619422	7012	GREENFIELD LEARNING INC. Software License	\$10,567.00
12619423	7281	HERBERT L FLAKE CO. Maintenance Supplies	\$417.28
12619424	2188	THE HOME DEPOT PRO Transportation/Custodial Supplies	\$972.27
12619425	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$928.96
12619426	7175	iREPAIR Repairs	\$162.28
12619427	3760	KINGS COUNTY AIR Equipment	\$4,984.00
12619428	796	KINGS COUNTY OFFICE OF ED Repairs	\$300.00
12619429	6236	ALEXANDRIA LEMOS Allowance	\$25.42
12619430	7439	MANUEL GARCIA CARTS Repairs	\$1,111.16
12619431	2856	CHRISTINE MIZER Allowance	\$193.50
12619432	2649	PEGGY NOBLE Mileage	\$26.22
12619433	5793	NORTH STAR PHOTOGRAPHY Instl Matls	\$912.65
12619434	7203	PARADIGM HEALTHCARE SERVICES LLC. Other Services	\$668.24
12619435	7445	PRO-PT Other Services	\$440.00
12619436	5356	JODY PRODOEHL Allowance	\$190.86

Warrant Register For Warrants

Dated 09/27/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12619437	1188	QUILL LLC Warehouse	\$106.18
12619438	1325	SCHOOL NURSE SUPPLY Equipment	\$618.83
12619439	5795	SPLASHTOP INC Software License	\$11,250.00
12619440	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$7,983.22
12619441	4541	STONEYS CONCRETE LLC Grounds Matls	\$298.88
12619442	7299	THE TROPHY CASE Athletic Awards	\$93.31
12619443	4547	U S SCHOOL SUPPLY Instl Matls	\$3,189.00
12619444	1558	VERIZON WIRELESS Telephone	\$954.52
12619445	21	VISALIA ADVENTURE PARK Field Trip	\$2,901.55
12619446	1575	WALMART COMMUNITY RFCSLLC Homeless Needs/Office Supplies	\$3,851.04
Total Amount of All Warrants:			\$100,942.58

Credit Card Register For Payments

Dated 09/27/2019

Document Number	Vendor Number	Vendor Name	Amount
14027072	149	BLICK ART MATERIALS Instl Matls	\$105.09
14027073	4876	BRAIN POP Software License	\$1,895.00
14027074	273	CASBO Travel & Conf	\$3,000.00
14027075	5008	DECKER EQUIPMENT Instl Matls	\$810.64
14027076	3880	DRAKE UNIVERSITY Memberships	\$1,000.00
14027077	529	FOLLETT SCHOOL SOLUTIONS Textbooks	\$58.93
14027078	546	FRESNO ENVELOPE AND EMBOSSING Printing Supplies	\$299.80
14027079	599	GOPHER SPORT Athletic Supplies	\$1,664.77
14027080	831	LAKESHORE LEARNING MATERIALS Instl Matls	\$599.98
14027081	6018	NAfME Memberships	\$151.00
14027082	6050	NETSOURCE GLOBAL INC Tech Matls	\$427.91
14027083	1071	ORIENTAL TRADING CO. INC. Instl Matls	\$1,847.88
14027084	4776	PALOS SPORTS Athletic Supplies	\$271.97
14027085	1147	POSITIVE PROMOTIONS Instl Matls	\$1,174.95
14027086	3583	SAN JOAQUIN IMPERIAL Repairs	\$305.00
14027087	1326	SCHOOL SERVICES OF CALIF. INC. Travel & Conf	\$855.00
14027088	5391	STARFALL EDUCATION Software License	\$270.00
14027089	1466	TERMINIX INTERNATIONAL Pest Control	\$426.00
14027090	2173	US GAMES READY Matls	\$82.45
Total Amount of All Credit Card Payments:			\$15,246.37

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 25, 2019

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 25, 2019 at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Doug Carlton, Kenny Eggert, David Endo, Ramiro Flores, Matt Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, Cruz Leal-Sanchez and Jay Strickland.

Public Comments None

Board and Staff Comments Trustee Garcia told staff present the Board is here for them and anything they need. Trustee Strickland agreed.

Requests to Address the Board None

Dates to Remember Vice-President Hernandez reviewed dates to remember: Oct. 5th - Gr. 4-6 Fall Round Robin #2; Oct. 7th - Gridiron (Flag Football) Classic III; Oct. 9th - Regular Board Meeting @ Washington School, Oct. 10th - Girls' Spiker (VB) Classic XXIII; Oct. 15th - Harrier Classic XXIII.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "f" together. Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Hernandez – Yes
Strickland – Yes

Trustee Garcia then made a motion to approve consent items "a" through "f". Trustee Strickland seconded; motion carried 3-0:

Garcia – Yes
Hernandez – Yes
Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated September 6, 2019 and September 13, 2019.
- b) Minutes of Regular Board Meeting held on September 11, 2019.
- c) Interdistrict transfers as recommended.

- d) Donation of \$1,000.00 from Wonderful Pistachios & Almonds.
- e) Donation of \$5,545.66 from Jefferson Parent Teacher Club.
- f) Donation of 660 dictionaries from Hanford Rotary Club.

Trustee Garcia acknowledge donation.

INFORMATION TIEMS

- State Priority 2** Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the Local Indicators for State Priority 2: Implementation of State Academic Standards. Doug stated the dashboard local indicator is its own agency measuring and scoring its progress on implementation of academic standards. He reviewed each section and its scoring ranking from 1 to 5:
1. Progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum framework: English Language Arts - 4, English Language Development - 4, Mathematics - 4, Science Standards - 3, and History-Social Science - 3.
 2. Progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks: English Language Arts - 5, English Language Development - 5, Mathematics - 5, Science Standards - 5, and History-Social Science - 5.
 3. Progress in implementing policies or program to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum framework: English Language Arts - 4, English Language Development - 4, Mathematics - 4, Science Standards - 4, and History-Social Science - 4.
 4. Progress implanting each academic standards adopted by the State Board of Education: Career Technical Education - 1, Health Education Content Standards - 3, Physical Education Model Content Standards - 4, Visual and Performing Arts - 4, and World Language - 2.
 5. Success at engaging in the following activities with teachers and school administrators during the prior school year: identifying the professional learning needs of groups of teachers or staff as a whole - 5, identifying the professional learning needs of individual teachers - 5, and proving support for teachers on the standards they have not yet mastered - 5.

- BP/E 6161.1** Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the revised Board Policy and Exhibit:
- BP/E 6161.1 – Selection and Evaluation of Instructional Materials

BOARD POLICIES AND ADMINISTRATION

TCOE – Jefferson Academy

Trustee Strickland made a motion to approve the Plan of Work with Tulare County Office of Education with Jefferson Academy for teachers grade 3-5. Trustee Garcia seconded; motion carried 3-0:

Garcia – Yes
Hernandez – Yes
Strickland – Yes

- BP 5112.5** Trustee Garcia made a motion to approve the revised Board Policy 5112.5 – Open/Closed Campus. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP/AR 5144.1** Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation 5144.1 – Suspension/Expulsion and Due Process. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP 6145** Trustee Garcia made a motion to approve the revised Board Policy 6145 – Extracurricular and Cocurricular Activities. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP/E 5145.6** Trustee Garcia made a motion to approve the revised Board Policy and Exhibit 5145.6 – Parent Notifications. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP 6162.5** Trustee Garcia made a motion approve the revised Board Policy 6162.5 – Student Assessments. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP 6170.1** Trustee Garcia made a motion approve the revised Board Policy 6170.1 – Transitional Kindergarten. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes
- BP 6190** Trustee Garcia made a motion approve the revised Board Policy 6190 – Evaluation of the Instructional Program. Trustee Strickland seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes

PERSONNEL

Trustee Strickland made a motion to take Personnel items “a” through “f” together. Trustee Garcia seconded; the motion carried 3-0:
 Garcia – Yes

Hernandez – Yes
Strickland – Yes

Trustee Strickland then made a motion to approve Personnel items “a” through “f”.
Trustee Garcia seconded; the motion carried 3-0:

Garcia – Yes
Hernandez – Yes
Strickland – Yes

The following items were approved:

***Item “a” –
Employment***

Temporary Employees/Substitutes

- Maria Arroyo, Substitute Yard Supervisor, effective 9/9/19
- Alberto Ordonez, Short-term Media Services Aide – 5.5 hrs., Jefferson, effective 9/4/19 to 12/20/19
- Keshia Spain, Short-term READY Program Tutor – 2.0 hrs., (M-Th), Lincoln, effective 9/3/19 to 9/23/19
- Charmon Valenzuela, Substitute Yard Supervisor, effective 8/30/19; Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), King, effective 9/9/19 to 11/8/19
- Jade Vasquez, Substitute Yard Supervisor, effective 9/3/19
- Sarai Villaseñor, Substitute Bilingual Clerk Typist I, Clerk Typist I, Media Services Aide, Translator: Oral Interpreter and Written Translator, effective 9/9/19

***Item “b” –
Resignation***

- Paola Mora Morales, READY Program Tutor – 4.5 hrs., Simas, effective 9/6/19 (revised)

***Item “c” –
Promotion/
More Hours/
Transfer***

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/9/19

***Item “d” –
Voluntary
Decreased in
Hours***

- Jenny Gonzalez, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Lincoln, effective 9/3/19

***Item “e” –
Temporary Out
of Class
Assignment/
More Hours***

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/3/19 to 9/6/19

***Item “f” –
Volunteers***

<u>Name</u>	<u>School</u>
Maria Espinoza	Hamilton
Jonathan Sanchez	Hamilton
Daniela Arellano	Jefferson
Elizabeth Martinez	Jefferson
Matthew Martinez	Jefferson
Joaquin Ortiz	Jefferson
Lucero Quintero	Jefferson

Michael Salyer	Jefferson
Anabele Cervantes	King
Liliana Zendejas	King
Alyssa Hinojosa	Monroe
Andrea Powell	Monroe
David Medina Jr.	Richmond
Angelynn Ouellette (HESD Employee)	Richmond
Robert Angel	Roosevelt
Dwyla Andrews	Simas
Chantel Cobine	Simas
Alicia Hernandez	Simas
Kristen Perkins	Simas
Carole Romero	Simas
Danielle Solorio	Simas

FINANCIAL

Surplus Items Trustee Strickland made a motion to approve the declaration of surplus items. Trustee Garcia seconded; motion carried 3-0:
 Garcia – Yes
 Hernandez – Yes
 Strickland – Yes

Adjournment There being no further business, Vice-President Hernandez adjourned the meeting at 5:46 p.m.

Respectfully submitted,

Joy C. Gabler,
 Secretary to the Board of Trustees

Approved:

 Timothy Revious, President

 Greg Strickland, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-194	A	Wilson	Lemoore	9/30/2019
I-195	A	Roosevelt	Armona	9/30/2019

No	A/D	Sch Req'd	Home Sch	Date
O-151	A	Lemoore	Monroe	9/30/2019

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: September 25, 2019

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

Date you wish to have your item considered: 10/9/19

ITEM: Donation of \$73.50 from eScripPURPOSE: Accept donation of \$73.50 from eScripMaterials & Supplies \$73.50
0100-1100-0-1110-1000-430000-024-0000FISCAL IMPACT (if any): \$73.50RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jennifer Pitkin/Lindsey

DATE: Calvillo September 30, 2019

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: October 9, 2019

ITEM: School Supply Donation

PURPOSE: Accept school supply donation from the 99 Cent Store

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Action

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/09/2019

ITEM:

Receive information related to phone survey.

PURPOSE:

The District contracted with Isom Adviors to conduct a phone survey to assess the public's opinion on the projects that have been identified in the Facilities Master Plan and the financing thereof. The survey has been completed and Jason List from Isom Advisors is will be presenting the results.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

This item if for information only.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 27, 2019

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: October 9, 2019

ITEM:

Receive information on Local Indicators for State Priority 3: Parent Engagement

PURPOSE: Dashboard Local Indicators: Each local educational agency annually measures its progress in (1) seeking input from parents in decision making; and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting and to stakeholders and the public through the California School Dashboard (Dashboard).

FISCAL IMPACT:

Reporting on local indicators is a requirement for receiving state funding under the Local Control Funding Formula.

RECOMMENDATION:

Receive for information.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Brandon Schmitt, Bond Oversight Committee Chairperson

DATE: 09/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/09/2019

ITEM:

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

PURPOSE:

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

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

This item is for information.



Hanford Elementary School District

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

Annual Report

09/19/2019

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

- Role and bylaws of the Independent Citizens' Oversight Committee
- District's bond rating and sale of bonds
- Reviewed bond projects and expenditures
 - Martin Luther King Jr. Elementary School Classroom Wing
 - Lincoln Elementary School Kindergarten wing
 - Richmond Elementary School, Roosevelt Elementary School, Washington Elementary School and Lincoln Elementary School Modernization projects
- Inspected the Martin Luther King Jr. Classroom wing and the Jefferson Administration/ Library Building.

The Independent Citizens' Oversight Committee approved the following items:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 26, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 9, 2019

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

PURPOSE: Policy updated to reflect **NEW LAW (AB 2639)** which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect **NEW LAW (SB 972)** which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects **NEW LAW (AB 1808)** which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Suicide Prevention

BP 5141.52

Students

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

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations.

~~(cf. 1020 – Youth Services)~~

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 6142.8 - Comprehensive Health Education)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)
 (cf. 5137 - Positive School Climate)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)
 (cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the ~~youth~~-suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

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

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

The Board shall review, and update as necessary, this policy at least every five years.
(Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Children's Mental Health Services Act

COURT DECISIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

~~Preventing Suicide: A Toolkit for High Schools, 2012~~

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

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

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

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

(7/09 3/17) 12/18

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: February 22, 2017

Revised: January 10, 2018

Revised: January 24, 2018

Revised: October 9, 2019

Approved: _____

Hanford ESD

Administrative Regulation

Suicide Prevention

AR 5141.52

Students

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students, ~~at the secondary level~~. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

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

4. Protective factors that may help to decrease a ~~student's person's~~ suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. ~~Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and~~ District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, ~~including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed~~

8. District procedures for responding after a suicide has occurred

Instruction

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

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. ~~1020—Youth Services~~)

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

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

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

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

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

(cf. 5141 - Health Care and Emergencies)

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

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)

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

(cf. 5125 - Student Records)

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

Postvention

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

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

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

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of

the strategies used, and make recommendations for future actions.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: October 10, 2018 Hanford, California
revised: October 24, 2018
revised: October 9, 2019
approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 26, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 9, 2019

ITEM: Review recommended revisions to Board Policy 5146 – Married/Pregnant/Parenting Students

PURPOSE: Policy updated which requires notification to parents/guardians and to pregnant and parenting students of their rights under the law; authorizes an excused absence for a parenting student to care for a sick child without a physician's note; provides that a pregnant or parenting student is entitled to eight weeks of parental leave, or longer if deemed medically necessary by the student's physician; and authorizes the use of uniform complaint procedures for complaints alleging noncompliance with the law.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Board Policy

Married/Pregnant/Parenting Students

BP 5146

Students

The ~~Governing~~ Board of Trustees recognizes that responsibilities related to~~early~~ marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. ~~6146.1 - High School Graduation Requirements~~)

(cf. ~~6146.11 - Alternative Credits Toward Graduation~~)

(cf. ~~6146.2 - Certificate of Proficiency/High School Equivalency~~)

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

The district shall not ~~exclude or deny~~discriminate against any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's ~~marital status~~, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

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

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

(cf. 5145.6 - Parental Notifications)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education

~~program~~~~any comprehensive school~~ or ~~an educational~~ alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's his/her child.

(cf. 6158 - Independent Study)
 (cf. 6181 - Alternative Schools/Programs of Choice)
 (cf. 6184 - Continuation Education)
 (cf. 6200 - Adult Education)

Any alternative education program, ~~or~~ activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. ~~-~~A student's participation in such programs shall be voluntary.
(Education Code 221.51; 5 CCR 4950)

~~(cf. 6142.7 - Physical Education and Activity)~~
~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~

~~If~~~~As~~ required for ~~other~~ students with any other physical or emotional conditions or temporary disabling condition~~disabilities~~, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation~~participate~~ in the regular education~~an educational~~ program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6183 - Home and Hospital Instruction)

To the extent feasible, the district shall provide educational and related support services ~~-shall be provided~~, either directly~~through the district~~ or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. ~~-~~Such services may include, but are not limited to:

~~(cf. 1020 - Youth Services)~~
~~(cf. 5148 - Child Care and Development)~~

1. Parenting education and life skills instruction
2. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

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

3. Health care services, including prenatal care

(cf. 5141.6 - School Health Services)

4. Tobacco, alcohol, and/or drug prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

5. Academic and personal counseling

(cf. 6164.2 - Guidance/Counseling Services)

6. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

(cf. 6179 - Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Absences

Pregnant or parenting students may be excused for absences ~~for related to confidential~~ medical appointments and other purposes specified ~~in accordance with~~ BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of

the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

~~When a student takes parental leave, the Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. (34 CFR 106.40)~~

~~(cf. attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)~~
~~5112.3 Student Leave of Absence)~~

~~A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.~~

~~(cf. 5112.1 Exemptions from~~
~~(cf. 5113.11 - Attendance Supervision)~~

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

~~Reasonable~~ Accommodations

When necessary, the district shall provide ~~reasonable~~ accommodations to ~~pregnant and parenting students to enable~~ a pregnant or parenting student~~them~~ to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

~~(cf. 6183 Home and Hospital Instruction)~~

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints

Any complaint ~~alleging~~ discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-~~4670~~4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.~~ A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or ~~the~~ CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600- ~~4670~~4687)

(cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation ~~rates~~ in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 - Accountability)
 (cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

221.51 Nondiscrimination; married, pregnant, and parenting students

222 Reasonable accommodations; lactating students

222.5 Pregnant and parenting students, notification of rights

230 Sex discrimination

8200-8498 Child Care and Development Services Act

46015 Parental leave

48205 Excused absences

48206.3 Temporary disability, definition

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

48980 Parental notifications

49553 Nutrition supplements for pregnant/lactating students

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

CIVIL CODE

51 Unruh Civil Rights Act

FAMILY CODE

7002 Description of emancipated minor

HEALTH AND SAFETY CODE

104460 Tobacco prevention services for pregnant and parenting students

CODE OF REGULATIONS, TITLE 5

4600-~~4670~~4687 Uniform complaint procedures

4950 Nondiscrimination, marital and parental status

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General licensing requirements for child care centers

101351-101439.1 Infant care centers

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

UNITED STATES CODE, TITLE 42

1786 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 7

246.1-246.28 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

ATTORNEY GENERAL OPINIONS

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

COURT DECISIONS

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

Management Resources:

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

[Pregnant Students and Confidential Medical Services, 2013](#)

Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements, [2012](#)

~~[Pregnant Students and Confidential Medical Services](#)~~

The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013

WEB SITES

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

California Women's Law Center: <http://www.cwlc.org/resources>

U.S. Department of Agriculture, Women, Infants, and Children Program:
<http://www.fns.usda.gov/wic>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

Adopted: May 16, 2001 Hanford, California

Revised: May 10, 2017

[Revised: October 9, 2019](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 26, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 9, 2019

ITEM: Review recommended revisions to Administrative Regulation Policy 6183 – Home and Hospital Instruction

PURPOSE: Regulation reorganized and updated to reflect **NEW LAW (AB 2109)** which expands the parental notification to include information regarding student eligibility for individual instruction and the duration of such instruction, requires that individual instruction in a student's home begin within five days of determining a student's eligibility, provides that students receiving individual instruction in a hospital for a partial week are eligible to attend school on days that they are not at the hospital, and provides that the absences of a temporarily disabled student must be excused until the student is able to return to the regular school program.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Administrative Regulation

Home And Hospital Instruction

AR 6183
Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at in the student's home or in a hospital or other residential health facility, excluding state hospitals. ~~This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026.~~ (Education Code 48206.3)

(cf. 5112.2 - Exclusions from Attendance)

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program in which the student is enrolled. Temporary disability does not include a disability that would qualify a student for special education pursuant to Education Code 56026. (Education Code 48206.3)

(cf. 5141.22 - Infectious Diseases)

(cf. 6158 - Independent Study)

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

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of district students regarding: (Education Code 48206.3, 48208, 48980)

1. The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction

2. The rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

Determination of Student Eligibility

Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)

The Superintendent or designee may require verification through any reasonable means that the student is temporarily disabled and needs individual instruction.

Provision of Individual Instruction

Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee makes the determination that the student is eligible to receive individual instruction. (Education Code 48207.5, 48208)

The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)

(cf. 5111.1 - District Residency)

Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individual instruction, provide written notification to the student's district of residence that, effective on the date on which individual instruction began, the district of residence may not count the student for purposes of computing that district's average daily attendance. (Education Code 48208)

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in a fiscal year.

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

~~The district's attendance supervisor shall ensure Superintendent or designee may require verification through any reasonable means that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.~~

~~(cf. 4119.42/4219.42/4319.42 Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 Universal Precautions)
(cf. 5112.2 Exclusions from Attendance)
(cf. 5141.22 Infectious Diseases)~~

Nondistrict Students

~~A student absences of any another district who is temporarily disabled student receiving and confined to a hospital or health facility within this district shall be eligible to receive individual instruction at home or in a hospital or other residential health facility are excused until in this district. (Education Code 48207)~~

~~In such circumstances, it is the responsibility of the parent/guardian to notify the district of the student's presence in a qualifying hospital. (Education Code 48208)~~

~~Upon receiving such notification, the Superintendent or designee shall: (Education Code 48208)~~

~~1. Within five working days of the notification, determine whether the student is able to return to the regular school program. (Education Code 48240)~~

~~receive individualized (cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)~~

Return to School

~~A student receiving individual instruction who is well enough to return to school and, if so, when it shall be allowed to return to the school begin. Instruction shall begin no later than five working days after the Superintendent or designee has determined that the student attended~~

~~immediately before receiving individualis able to receive individualized instruction.~~

~~2. ———, if Within five working days of the beginning of the return occurs during the school year individualized instruction, the Superintendent or designee shall provide written notification to the district in which the individual instruction student was previously enrolled stating that the student shall not be counted by that district for purposes of computing average daily attendance, effective the date on which individualized instruction began.~~

~~Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student was previously enrolled to have that district provide the individualized instruction. (Education Code 48208)~~

Parental Notifications

~~At the beginning of the school year, the Superintendent or designee shall notify parents/guardians initiated that: (Education Code 4820748208, 48980)~~

~~1. ——— Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3).~~

~~2. ——— If a student becomes temporarily disabled, it is the parent/ guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.~~

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

Legal Reference:

EDUCATION CODE–

~~44865 _Qualifications for home teachers–~~

~~45031 _Home teachers~~

~~48200 Minimum school day–~~

~~48206.3-48208 Students-Pupils with temporary disabilities; individual instruction~~

~~48240 Supervisors of ; definitions; computing average daily attendance–~~

~~48980 Parental notifications~~

~~48206.5 Continuation of individual instruction programs for students with temp. disabilities–~~

~~48207 Pupils with temporary disabilities in hospitals out– side of school district; compliance with residency requirements–~~

~~48208 Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction–~~

~~48980 Required notification of rights and availability of nutrition and individualized instruction programs–~~

~~51800-51802 _Employment of home teachers–~~

~~56026 Individual with exceptional needs~~

~~CODE OF REGULATIONS, TITLE 5–~~

421 _Method of verification
423 _Prolonged illness

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
Revised: October 9, 2019
Approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/26/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/09/19

ITEM: Receive the following revised Board Policy for information:

- BP 0420.42 – Charter School Renewal

PURPOSE: The following Board Policy is updated to reflect NEW LAW (AB 1808) which requires alternative measures for meeting the student achievement criteria for charter renewal in lieu of the Academic Performance Index (API) and NEW LAW (AB 406) which prohibits a charter school that is renewed on or after July 1, 2019 from being operated as a for-profit corporation or organization. The Board Policy also clarifies that District boards do not review renewal petitions for charter schools that were authorized by county boards on appeal, and addresses the definition of "receipt" of the petition for purposes of determining the timeline for granting or denying the petition.

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

Hanford ESD

Board Policy

Charter School Renewal

BP 0420.42

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees believes that the ongoing operation of a charter school ~~established within the district~~ should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

No charter school that submits a renewal petition on or after July 1, 2019 shall 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)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Criteria for Granting or Denying Renewal Petition

~~A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to~~ Renewals shall be governed by the Board sufficiently early before same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, except that the term of the charter is due to expire.

~~The signature requirement applicable to for~~ new ~~charter~~ petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. ~~The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal"~~

below. ~~(Education Code 47607; 5 CCR 11966.4)~~

Criteria for Granting or Denying Renewal

~~Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)~~

In determining whether to grant a charter renewal, the Board shall consider ~~increases~~the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement. Increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, ~~as shall be~~ the most important factor. (Education Code 47607; 5 CCR 11966.4)

The Board shall not deny a renewal petition ~~only if unless~~ it makes ~~a~~ written factual ~~finding~~findings, specific to the particular petition, setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to ~~meet~~demonstrate that it meets at least one of the following criteria of academic performance:
 - a. ~~Attainment of its Academic Performance Index (API) growth target~~Increases in the prior year or in two of the last three years, both academic achievement for all groups of students schoolwide and for all among numerically significant groups of students served by the charter school~~student subgroups, as defined in~~determined using measures identified pursuant to Education Code 52052.
 - b. ~~An API ranking in deciles 4-10 in the prior year or in two of the last three years.~~
 - c. ~~An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.~~

d

b. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. ~~In determining whether the charter school satisfies this criterion, the Board shall base its decision on:~~

(1) ~~Documented~~ Such performance shall be determined based on a review of documented clear and convincing data

(2) ~~Student; student~~ achievement data from assessments, including, but not limited to, ~~the Standardized Testing and Reporting Program~~ state academic achievement tests, for demographically similar student populations in comparison schools

(3) ~~Information; and information~~ submitted by the charter school

~~Whenever the. The~~ Board ~~makes a determination based on this criterion, the~~ shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination ~~to the Superintendent of Public Instruction.~~

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

c. Qualification for ~~an~~ the state's alternative accountability system ~~pursuant to Education Code 52052(h)~~ for schools that serve high-risk students

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

~~If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)~~

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. ~~If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.~~ (Education Code 47605, 47607.5)(Education Code 47605, 47607.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 ~~Alternative accountability system; definition~~Definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A ~~Manual~~Guide for Governance Teams, rev. ~~2012~~2016

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: ____ October 9, 2013 Hanford, California

reviewed:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/26/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/09/19

ITEM: Receive the following revised Board Policy for information:

- BP 1100 – Communication with the Public

PURPOSE: The following Board Policy is updated to add definition of the types of mass mailings that cannot be sent at district expense and to reflect law which prohibits certain mass mailings, which are otherwise permissible, from being sent within 60 days preceding an election. Policy also deletes references to repealed Title 2 regulation (Register 2018, No. 12).

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

Hanford ESD

Board Policy

Communication With The Public

BP 1100

Community Relations

The Board of Trustees ~~appreciates~~recognizes the ~~importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.~~

~~The Superintendent or designee shall use all available means of communication~~district's responsibility to keep the public ~~aware of~~informed regarding the goals, programs, achievements, and needs of ~~our~~the schools. ~~Members and district and to be responsive to the concerns and interests of the community shall have opportunities to become involved in.~~ The Superintendent or designee shall establish strategies for effective two-way communications between the schools and to express their interests ~~district and concerns.~~the

~~The district shall seek to communicate in ways that accommodate the needs of all members of the public, including and shall consult with the Board regarding the visually or hearing impaired, those who do not understand English and those who do not read~~role of Board members as advocates for the district's students, programs, and policies.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 9000 - Role of the Board)

The

Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues.

Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 2111 - Superintendent Governance Standards)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

(cf. 0510 - School Accountability Report Card)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

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

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

(cf. 1260 - Educational Foundation)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

(cf. 6020 - Parent Involvement)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Mass Mailings at Public Expense

Newsletters or ~~(cf. 5145.6 — Parental Notifications)~~
~~(cf. 9321 — Closed Session Purposes and Agendas)~~

~~Mass Mailings or Distributions~~

~~The Board recognizes that state law prohibits mass mailings or distributions at public expense which aggrandize elected officers. The name, signature or photograph of an elected district officer may be included in such materials only as permitted by 2 CCR 18901.~~

~~In order to promote open communication between Board members and the public, district newsletters and other mass mailings shall include a roster of all Board members' names—~~
~~regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.~~

(cf. 1160 - Political Processes)

A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member

2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support

3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)

Legal Reference:

EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001-89003 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901—Mass.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

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

School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/26/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/09/19

ITEM: Receive the following revised Board Bylaw for information:

- BB 9110 – Term of Office

PURPOSE: The Board Bylaw is updated to reflect NEW LAW (AB 2449) which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. The Board Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.

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

Hanford ESD

Board Bylaw

Terms Of Office

BB 9110

Board Bylaws

The Board of Trustees shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each ~~odd-numbered year-year~~ in which the Board's elections are regularly held. (Education Code 35012)

(cf. 9220 - Governing Board Elections)

The term of office for Board members elected in regular elections shall be four years, commencing on the firstsecond Friday in December ~~next succeeding~~following their election. (Education Code 5017)

~~Board member terms expire four years after their initial election on the first Friday in December following the election of new members.~~ (Education Code 5000)

~~A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office.~~ (Government Code 1302, 1360; Education Code 5017)

~~(cf. 9220 — Board of Trustees Elections)~~

(cf. 9223 - Filling Vacancies)

(cf. 9224 - Oath or Affirmation)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Legal Reference:

EDUCATION CODE

5000-5033 Election of school district board members

35010 Control of district
 35012 Board members; number, election and terms
 35107 Eligibility–

ELECTIONS CODE

1302 Local elections, school district election

10400-10418 Consolidation of elections

14050-14057 California Voter Participation Rights Act

GOVERNMENT CODE

1302 Continuance in office until qualification of successor
 1303 Exercising functions of office without having qualified
 1360 Necessity of taking constitutional oath

Management Resources:

WEB SITES

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

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT
 adopted: September 19, 2001 Hanford, California
revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler
FROM: Gerry Mulligan *GM*
DATE: September 30, 2019
FOR: (X) Board Meeting
 () Superintendent's Cabinet
FOR: (X) Information
 () Action

Date you wish to have your item considered: October 9, 2019

ITEM:

Consider the following revised 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.

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

- AR 3543 – Transportation Safety and Emergencies

FISCAL IMPACT:

None

RECOMMENDATION:

Consider for adoption at next regular board meeting.

Hanford ESD

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2018~~2016 (SB ~~840~~826, Ch. ~~2923~~, Statutes of ~~2018~~2016) extends the suspension of these requirements through the ~~2018-19~~2016-17 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. ~~If or, if~~ no defect or deficiency ~~is~~was discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

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

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus ~~manufactured on or after July 1, 2005 which is~~ designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005

2. Is a Type 2 school bus or student activity bus ~~manufactured on or after July 1, 2004 which meets one of the following criteria:~~

a. ~~Is~~ designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has

~~b. — Has~~ a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004 ~~and is designed for carrying not more than 20 passengers and the driver~~

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus 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.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.
6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether ~~1. Determining if~~ students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops

3. Boarding and exiting a school bus at a school or other trip destination

4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus

~~Such procedures shall include, on or before the beginning of the 2018-19 school year, the installation of a child safety alert system at the interior rear of each bus 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. A student activity bus may be exempt from this requirement under the conditions specified in Vehicle Code 28160.~~

5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

~~As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.~~

— Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. —This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

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

Legal Reference:

EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123.5 Use of wireless telephone or communications device while driving; exceptions

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

28160 Child safety alert system

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-~~1294~~~~1293~~ Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

~~American School Bus Council: <http://www.americanschoolbuscouncil.org>~~
California Association of School Transportation Officials: <http://www.castoways.org>
California Department of Education, Office of School Transportation:
<http://www.cde.ca.gov/ls/tn>
California Highway Patrol: <http://www.chp.ca.gov>
National Transportation Safety Board: <http://www.nts.gov>
U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: October 11, 2017 Hanford, California
[revised:](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 9/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/9/2019

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3100 – Budget

PURPOSE:

The attached Board Policy and Administrative Regulation is updated to reflect NEW LAW (AB 1808) which requires districts to annually develop, adopt, and post an LCFF budget overview for parents/guardians and to file the budget overview with the county superintendent of schools. Section on "Long-Term Financial Obligations" revised to reflect NEW LAW (SB 1413) which establishes the California Employers' Pension Prefunding Trust Program to allow districts to prefund required contributions to the California Public Employees' Retirement System. Regulation updated to emphasize that any recommendations by the budget advisory committee should be consistent with the district's vision, goals, priorities, LCAP, and other comprehensive plans and to clarify that a regional budget review committee convened by the county superintendent of schools requires approval of the Superintendent of Public Instruction as well as the district board.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy and Administrative Regulation at the next board meeting:
 BP/AR 3100 – Budget

Hanford ESD

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The ~~Governing~~ Board of Trustees recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget ~~at or before July 1 of each year.~~ (Education Code 42127)

~~At~~ a public meeting ~~held scheduled on a date~~ after the date of the public hearing but on or before July 1 of each year. ~~The on the budget, the~~ Board shall adopt the budget, following its adoption of the LCAP, or ~~an~~ annual update to the LCAP, ~~and adopt~~ the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools-~~the adopted district budget and supporting data.~~ The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's~~his/her~~ recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
 (cf. 2230 - Representative and Deliberative Groups)
 (cf. 3350 - Travel Expenses)
 (cf. 9130 - Board Committees)
 (cf. 9140 - Board Representatives)

Budget Criteria and Standards

The ~~Superintendent or designee shall develop a~~ district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, ~~LCFF local control funding formula~~ revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, ~~unrestricted general~~ fund balance, and reserves. In addition, the Superintendent or designee ~~he/she~~ shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, ~~33128.3~~, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for ~~increased~~ increasing or ~~improved~~ improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
 (cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that

are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

_____ For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

_____ The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to~~may~~ further delegate the authority to assign funds ~~at his/her discretion~~.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year following the fiscal year in which~~that~~ the district is notified by the ~~SPI~~Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with.—(Education

Code 42127.01. (~~Education Code 41202,~~ 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

~~The~~When the Superintendent or designee ~~shall annually present~~presents a report to the Board on the estimated accrued but unfunded cost of OPEBs. ~~As, the Board shall disclose, as~~ a separate agenda item at the same meeting, the Board shall disclose whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

~~The~~When the Superintendent or designee ~~shall annually present~~presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. ~~As, the Board shall disclose, as~~ a separate agenda item at the same meeting, the Board shall disclose whether ~~or not~~ it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
 33127-33131 Standards and criteria for local budgets and expenditures
 41202 Determination of minimum level of education funding
 42103 Public hearing on proposed budget; requirements for content of proposed budget
 42122-42129 Budget requirements
 42130-42134 Financial certifications
 42140-~~42142~~~~42141~~ Disclosure of fiscal obligations
 42238-42251 Apportionments to districts, especially:
 42238.01-42238.07 Local control funding formula
 42602 Use of unbudgeted funds
 42610 Appropriation of excess funds and limitation thereon
 45253 Annual budget of personnel commission
 45254 First year budget of personnel commission
 52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit
21710-21716 California Employer's Pension Prefunding Trust Program

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
 15440-15451 Criteria and standards for school district budgets
 15494-~~15497~~~~15496~~ Local control funding formula, supplemental and concentration grant

expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, December 2015 ~~September 2006~~

GOVERNMENT FINANCE OFFICERS ASSOCIATION ~~GOVERNMENT FINANCE OFFICERS ASSOCIATION~~

Best Practice: ~~Appropriate Level of Unrestricted~~ Fund Balance Guidelines for the General Fund, September 2015 ~~2009~~

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting ~~by Employers~~ for Post-
employment ~~Employment~~ Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions,
February ~~March~~ 2009

WEB SITES

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

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

California Department of Education, Finance and Grants: ~~http://www.cde.ca.gov/fg~~

California Department of Finance: ~~http://www.dof.ca.gov~~

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Government Finance Officers Association: ~~http://www.gfoa.org~~

Governmental Accounting Standards Board: http://www.gasb.org

School Services of California, Inc.: ~~http://www.sscal.com~~

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 10, 2014

revised: November 18, 2015

revised: December 12, 2018

revised:

Hanford ESD

Administrative Regulation

Budget

AR 3100

Business and Noninstructional Operations

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Board of Trustees members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9130 - Board Committees)

The committee's duties may include, but are not necessarily ~~be~~-limited to:

1. Making recommendations regarding budget priorities which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications

4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. _ (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, ~~dates~~, and dates ~~times~~ at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: _ (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may appear and object ~~speak~~ to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. _ (Education Code 42103)

(cf. 9323 - Meeting Conduct)

Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than ~~his/her~~ disapproval of the district's ~~local control and accountability plan (LCAP)~~ or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent ~~to develop as he/she develops~~ and ~~adoptadopts~~, by ~~December 31~~ November 30, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: June 15, 2011

revised: September 10, 2014

revised: November 18, 2015

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 9/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/9/2019

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3260 – Fees and Charges

PURPOSE:

Policy and regulation updated to add new section on "Collection of Debt," reflecting NEW LAW (AB 1974) which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. Regulation also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy and Administrative Regulation at the next board meeting:
 BP/AR 3260 – Fees and Charges

Hanford ESD

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

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

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

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

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

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

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

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

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Complaints

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment
2. Denying full and equal participation in any classroom activity
3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts
5. Denying or withholding a diploma

6. Limiting or barring participation in an extracurricular activity, club, or sport

7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs

8482.6 After School Education and Safety programs

8760-8774 Outdoor science, ~~and~~ conservation, and forestry programs

17453.1 District sale or lease of Internet appliances or personal computers to parents of students ~~or parents~~

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38086.1 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39801.5 Transportation for adults

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49014 Public School Fair Debt Collection Act

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

49557.5 Unpaid school meal fees

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant foreign nationals

56504 School records; students with disabilities

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 8

1184 ~~Nonimmigrant~~Foreign students

COURT DECISIONS

~~Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513~~

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

~~Pupil Fees, Deposits, and Other Charges; Cap and Gown for High School Graduation Ceremony, Addendum to Fiscal Management Advisory 17-01, July 28, 2017~~

~~12-02, October 4, 2013~~

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

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 11, 2013

revised: January 10, 2018

revised:

Hanford ESD

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

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

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

(cf. 5143 - Insurance)

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

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

(cf. 6153 - School-Sponsored Trips)

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

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

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

(cf. 6142.5 - Environmental Education)

6. Reimbursement to the district for the direct cost of materials ~~used~~provided by students to ~~fabricate the district to a student for the fabrication of nonperishable personal~~ property ~~they the-~~ student will take home for their~~his/her~~ own possession and use, such as wood shop, art, or sewing projects kept by students~~the student~~ (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, the district provides a waiver based on

financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education ~~and exemptions are made for indigent and disabled students~~
(Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

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

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

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

(cf. 0440 - District Technology Plan)

(cf. 6163.4 - Student Use of Technology)

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

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

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

(cf. 3514.1 - Hazardous Substances)

(cf. 5142 - Safety)

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

(cf. 5125 - Student Records)

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

(cf. 1340 - Access to District Records)
 (cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3551 - Food Service Operations/Cafeteria Funds)
 (cf. 3552 - Summer Meal Program)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 3554 - Other Food Sales)

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

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

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

(cf. 5111.1 - District Residency)
 (cf. 5111.2 - Nonresident Foreign Students)

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

(cf. 6200 - Adult Education)

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

(cf. 5148 - Child Care and Development)
 (cf. 5148.3 - Preschool/Early Childhood Education)

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

(cf. 5148.2 - Before/After School Programs)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)

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

(cf. 6141.4 - International Baccalaureate Program)
 (cf. 6141.5 - Advanced Placement)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: May 16, 2001 Hanford, California
 revised: September 11, 2013
 revised: January 10, 2018
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 9/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/9/2019

ITEM:

Receive the following Administrative Regulation for information:
 AR 3311.1 – Uniform Public Construction Cost Accounting Procedures

PURPOSE:

The attached Administrative Regulation is being updated to reflect NEW LAW (AB 2249) which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Administrative Regulation at the next board meeting:
 AR 3311.1 – Uniform Public Construction Cost Accounting Procedures

Hanford ESD

Administrative Regulation

Uniform Public Construction Cost Accounting Procedures

AR 3311.1

Business and Noninstructional Operations

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$~~6045~~,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$~~200475~~,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. ~~The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.~~
 - b. ~~_____~~ The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain furthermore information about the project, and states the time and place for the submission of bids. ~~This~~The notice shall be disseminated by mail, fax, or email to either or both of the following:
 - (1) ~~All~~ contractors on ~~the district's~~ list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due. ~~In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to all construction trade journals identified pursuant to Public Contract Code 22036.~~
 - (2) All construction trade journals identified pursuant to Public Contract Code 22036
 - be. The district shall review the informal bids that were submitted and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of \$~~200475~~,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$~~212487~~,500 or less and the Board determines the district's cost estimate is reasonable.
 - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$~~200475~~,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. ~~Such notice shall be sent at least 15~~ calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 24, 2017 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 9/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/9/2019

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3515.4 – Recovery for Property Loss or Damage

PURPOSE:

Policy updated to reflect the 2019 limits for parent/guardian liability for property loss or damage caused by a child's willful misconduct and for any reward paid for information leading to the identification of persons responsible for property damage. Policy also reflects **NEW LAW (AB 1974)** which prohibits the collection of debt owed by a current or former homeless or foster youth. Regulation updated to reflect the requirement to offer an option for a student to provide work in lieu of payment when the parents/guardians are unable to pay, and AB 1974 which allows the district, at its discretion, to offer any student, regardless of ability to pay, a nonmonetary means to settle debt. Regulation also adds a paragraph allowing the district to withhold a student's grades, diplomas, or transcripts until the damages have been recovered. Section on "Payment of Reward" deleted and key concepts moved to BP.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3515.4 – Recovery for Property Loss or Damage

Hanford ESD

Board Policy

Recovery For Property Loss Or Damage

BP 3515.4

Business and Noninstructional Operations

The Board of Trustees desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the district~~Trustees~~ shall seek reimbursement of damages, within the limitations specified in law, from the~~and rewards from any individual or from the custodial parent/-guardian of any minor child who commits any act of theft or from any other responsible individual~~vandalism.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

(cf. 4158/4258/4358 - Employee Security)

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

5131 - Conduct)

(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

(cf. 5136 - Gangs)

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

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

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

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages~~If law enforcement officials are unable to fix responsibility for the theft~~ or destroys any district property. (Government Code 53069.5)

OPTION 1: The Board authorizes~~vandalism,~~ the Superintendent or designee is authorized to offer a reward in any amount ~~deemed~~he/she deems appropriate, not exceeding \$2,500,~~for information leading to the identification and apprehension of the guilty party. A principal or~~

~~department head must receive approval from the Superintendent prior to offering a reward.~~ A reward in excess of \$2,500 ~~shall~~must be authorized in advance by the Board.

OPTION 2: The Board shall determine the appropriate amount for the reward.

The Superintendent or designee shall disburse the reward.~~A reward shall be paid only~~ when the guilt of the person responsible for the ~~act~~crime has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate procedures.

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct-

48904 Liability of parent/~~or~~ guardian for willful misconduct;~~withholding of grades, diplomas and transcripts~~

49014 Public School Fair Debt Collection Act

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage;~~liability for reward~~

53069.6 Actions to recover damages

54951 Local agency, definition

~~61601.1 Graffiti abatement district~~

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

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

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

Judicial Council of California: <http://www.courts.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Recovery For Property Loss Or Damage

AR 3515.4

Business and Noninstructional Operations

Reports

District employees shall report any damage to or loss of school property to the Superintendent ~~principal~~ or designee ~~department head~~ immediately after such damage or loss is discovered. ~~The damage shall be reported by the principal or department head on appropriate forms to the District office.~~

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

Investigation

The Superintendent or designee shall ~~ensure that a complete investigation is conducted at the site where the vandalism occurred.~~

~~The principal or department head shall~~ conduct a complete investigation of any instance of damage to or loss of school property and shall consult. ~~The investigation shall be carried out in cooperation with~~ law enforcement officials when appropriate.

(cf. 3515.3 — District Police/Security Department)

Recovery of Damages

When the individual ~~person~~ causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's ~~these~~ costs and shall consult with the, ~~including consulting~~ district's legal counsel and/or insurance carrier, as appropriate.

Such if necessary. ~~Reasonable~~ steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if.

If the responsible person is a minor, ~~recovery may be sought from the~~ minor's custodial parent/guardian in accordance with law. ~~Education Code 48904.~~

Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

Payment of Reward

~~When authorized according to Board of Trustees policy, the reward shall be paid to the party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants. The Superintendent shall determine who is entitled to what portion of the reward. The identity of the informant shall be considered confidential and shall not be made public by the district.~~

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

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

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 9/26/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/9/19

ITEM: Consider adopting Resolution #6-20: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Robert Garcia was unable to attend the September 11, 2019 meeting due to family illness.

FISCAL IMPACT: Not to exceed \$262.50.

RECOMMENDATIONS: Adopt Resolution: #6-20.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 6-20
Board of Trustees
Hanford Elementary School District**

**RESOLUTION REGARDING ABSENT BOARD MEMBER COMPENSATION
(Education Code § 35120(c))**

WHEREAS, Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board.

NOW, THEREFORE BE IT RESOLVED that the Hanford Elementary School District Board of Trustees determines as follows:

1. Board Member Robert Garcia was absent from the Hanford Elementary School District's regular board meeting held September 11, 2019 due to:
 - ☐ performing services outside the meeting for the school district
 - ☐ illness
 - ☐ jury duty
 - ☒ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 9th day of October, 2019 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tim Revious, President

Greg Strickland, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT***Board Member Absence Verification***

In accordance with Board Bylaw 9250, if a member of the Board of Trustees does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. Board members may be paid for meetings they missed when the Board of Trustees finds that they were performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

I was absent from the Board meeting conducted on Sept. 11, 2019.

☐ I am not requesting compensation for the meeting.

☒ I am requesting compensation for the meeting since I was absent from the meeting for the following reason (*check one*):

☐ Performing designated service for the district.

☐ Illness.

☐ Jury Duty.

☒ Hardship (please specify) Family member sick

Board Member Name: Robert Garcia

Board Member Signature: Robert Garcia Date: 9-25-19

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 9/26/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/9/19

ITEM: Consider adopting Resolution #7-20: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Greg Strickland was unable to attend the September 11, 2019 meeting due to illness.

FISCAL IMPACT: Not to exceed \$262.50.

RECOMMENDATIONS: Adopt Resolution: #7-20.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 7-20
Board of Trustees
Hanford Elementary School District**

**RESOLUTION REGARDING ABSENT BOARD MEMBER COMPENSATION
(Education Code § 35120(c))**

WHEREAS, Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board.

NOW, THEREFORE BE IT RESOLVED that the Hanford Elementary School District Board of Trustees determines as follows:

1. Board Member Greg Strickland was absent from the Hanford Elementary School District's regular board meeting held September 11, 2019 due to:
 - ☐ performing services outside the meeting for the school district
 - ☒ illness
 - ☐ jury duty
 - ☐ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 9th day of October, 2019 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tim Revious, President

Lupe Hernandez, Vice-President

HANFORD ELEMENTARY SCHOOL DISTRICT

Board Member Absence Verification

In accordance with Board Bylaw 9250, if a member of the Board of Trustees does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. Board members may be paid for meetings they missed when the Board of Trustees finds that they were performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

I was absent from the Board meeting conducted on Sept. 11, 2019.

☐ I am not requesting compensation for the meeting.

☒ I am requesting compensation for the meeting since I was absent from the meeting for the following reason (*check one*):

☐ Performing designated service for the district.

☒ Illness.

☐ Jury Duty.

☐ Hardship (please specify) _____

Board Member Name: Greg Strickland

Board Member Signature: _____

Date: 9-15-19

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: September 30, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 9, 2019

ITEM:

Consider approval of proposal from Mangini Associates, Inc. to update the District's architect drawings.

PURPOSE:

The District's school sites building and blue prints have changed over the years and it is important to update architectural drawings for reference.

FISCAL IMPACT:


Architectural services are not to exceed \$15,000 for this project.

RECOMMENDATION:

Approve proposal from Mangini Associates, Inc. to update the District's architectural drawings.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jill Rubalcava 
DATE: September 30, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **October 9, 2019**

ITEM: Consider declaring obsolete, McGraw Hill and CPO Science Materials from the 2006 Adoption.

PURPOSE: The Science Materials from 2006 have been replaced with the SBE approved materials from the current 2019 adoption. The newly adopted materials are aligned with NGSS Standards. New materials adopted are: TK-6: TWIG Science, and 7-8 STEMscopes. Teachers have received materials, and they are implementing with students in the current year.

FISCAL IMPACT: None

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jill Rubalcava
DATE: September 26, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **October 9, 2019**

ITEM: BP/E 6161.1 - Selection and Evaluation of Instructional Materials

PURPOSE: Policy and exhibit updated to delete material defining the "sufficiency" of instructional materials as meaning that students enrolled in the same course have identical materials from the same adoption cycle, and to delete optional material reflecting the authorization to purchase the newest adopted materials for schools in deciles 1-3 of the Academic Performance Index, as those laws have repealed on their own terms. Updated policy also reflects the requirement to address the sufficiency of instructional materials in the district's LCAP and reflects **NEW LAW** (AB 575, 2016) which provides that the State Board of Education may adopt instructional materials for grades K-8 at least once, but not more than twice, every eight years.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Approval

Hanford ESD

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1

Instruction

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's~~the~~ diversity~~of our society~~, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are ~~aligned with state content standards, meet other criteria specified in law, and are~~ an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

~~To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the district's curriculum and standards.~~

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials~~This process shall involve teachers in a substantial manner and shall also encourage the participation~~

~~of parents/guardians and community members.~~

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

~~Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed, as defined in administrative regulation.~~

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

~~The Education Code 60119 requires the Board shall to annually conduct one or more hold a public hearings on the sufficiency of the district's hearing to determine whether each student in the district has sufficient standards aligned textbooks and other or instructional materials. (Education Code 60119)-in English/language arts, mathematics, science, and history-social-science that are consistent with the content and cycles of the curriculum framework adopted by the SBE.~~

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the~~The~~ Superintendent or designee shall post a notice, 10 days prior to the hearing and~~a notice~~ in three public places within the district, containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. Health

(cf. 6142.8 - Comprehensive Health Education)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does

not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. -However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

~~1240.3 Definition of sufficiency for categorical flexibility~~

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

~~42605 Tier 3 categorical flexibility~~

44805 Enforcement of course of studies;- use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-~~60063.5~~~~60062~~ Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60210 Elementary school materials

60226 Requirements for publishers and manufacturers

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core State Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

~~CSBA PUBLICATIONS~~

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015~~September 2004~~

Standards for Evaluating Instructional Materials for Social Content, 2013~~2009~~

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:-
<http://www.scoe.net/castandards>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: August 23, 2006

revised: May 16, 2007

revised: May 10, 2017

revised:

NEW

Hanford ESD

Exhibit

Selection And Evaluation Of Instructional Materials

E 6161.1

Instruction

Resolution On Sufficiency Of Instructional Materials

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects: mathematics, science, history-social science, English language arts, and health.

Finding of Insufficient Textbooks or Instructional Materials:

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, and health.)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary


President

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: September 30, 2019

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 9, 2019**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Kendra Banuelos, READY Program Tutor – 4.5 hrs., Simas, effective 9/23/19
- Ana Gomez, READY Program Tutor – 4.5 hrs., Richmond, effective 9/30/19
- Perla Leon Perez, Food Service Worker I – 3.25 hrs., Jefferson, effective 9/23/19
- KeAura Muldrow, Food Service Worker I – 3.25 hrs., Lincoln, effective 9/26/19
- Raquel Ramirez, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/24/19

Temporary Employees/Substitutes

- Jennifer Aguirre, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 9/30/19 to 12/20/19
- Ashley Borges Brieno, Substitute READY Program Tutor, effective 9/30/19
- Ana Gomez, Short-term READY Program Tutor – 4.5 hrs. (M,T,Th,F) and 5.5 hrs., (W), Richmond, effective 9/3/19 to 9/27/19
- Cynthia Gonzalez, Substitute READY Program Tutor, effective 9/27/19

Temporary Employees/Substitutes (cont.)

- Sanita Ieronimo, Short-term READY Program Tutor – 4.5 hrs., Monroe, effective 9/30/19 to 11/15/19
- Veronica Limon, Substitute Yard Supervisor, effective 9/27/19
- Sara Lira, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/30/19 to 11/22/19
- Carolina Munoz Gomez, Substitute Yard Supervisor, effective 9/19/19
- Norma Quintana, Substitute Alternative Education Aide, Special Circumstance Aide and Special Education Aide, effective 9/23/19
- Megan Schaub, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 9/26/19 to 12/20/19

Yard Supervisors

- Sarahi Vazquez, Yard Supervisor – 3.25 hrs., Lincoln, effective 10/7/19

b. Resignations

- Cheryl Lovett, Dispatcher – 8.0 hrs., Transportation, effective 6/12/20
- Perla Leon Perez, Yard Supervisor – 1.5 hrs., King, effective 9/20/19
- Raquel Ramirez, Yard Supervisor – 2.0 hrs., Lincoln, effective 9/23/19
- Lynda Rodriguez, Substitute READY Program Tutor, effective 6/6/19

c. Termination

- Elvia Romero, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide, Yard Supervisor and Translator: Oral Interpreter and Written Translator, effective 1/14/19
- Danira Sandoval, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 12/17/18
- Kathleen Simas, Substitute Clerk Typist II, effective 9/7/18

d. Promotion/Transfer

- Christina Mora, from School Operations Officer, Monroe to Program Manager, Special Services, Special Services Department/District Office, effective 10/7/19

e. More Hours

- Jenny Gonzalez, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Lincoln, effective 10/7/19
- Jennifer Navarro Rodriguez, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., Lincoln, effective 10/7/19

f. Job Description

- Addendum to Administrative Secretary II – "Confidential" Administrative Secretary II (revised)

f. Volunteers

<u>Name</u>	<u>School</u>
Shakakahn Jones	Hamilton
Atari Mims	Hamilton
Serena Nicar	Hamilton
Maryini Sol Alcantar	Hamilton
Viviana Brenes	Jefferson
Araya Ibarra	Jefferson
Diana Quiroz	Jefferson
Socorro Range	Jefferson
Ana Zuniga	Jefferson
Salai Villasenor	Monroe
Jacquelyn Meza	Richmond
Teresa Pasillas-Velasquez	Richmond
Maria Castillo	Roosevelt
Danielle Banky	Simas
Monica Connor	Simas
Jennifer Endecott	Simas
Lincoln Endecott	Simas
Victor Gray	Simas
Seth Randalls	Simas
Lauren Ricks	Simas
Gina Roberson	Simas
Hanna Taylor	Simas
Erlan Zuniga	Simas
Geraldine Zuniga	Simas
Marissa Tavaréz	Washington
Allyssa Van Noort	Washington
Madeline Van Noort	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Addendum
To
Job Description: ADMINISTRATIVE SECRETARY II

“CONFIDENTIAL” ADMINISTRATIVE SECRETARY II

DISTINGUISHING CHARACTERISTICS

Administrative Secretaries assigned to the Superintendent and Chief negotiators for the district are excluded from representation by a bargaining unit and included in the group of employees assigned “confidential” status. This assignment requires basic experience in budgeting, financial planning, or accounting work.

ADDITIONAL ESSENTIAL FUNCTIONS

- Provides secretarial support in matters related to labor negotiations.
- Attends meetings related to bargaining strategy and planning.
- Compiles data and prepares documents for collective bargaining purposes.
- Attends labor negotiating sessions, and takes and transcribes notes, as needed.
- Maintains records related to labor negotiations.
- Assists in maintaining budgets, journals and ledgers.

ADDITIONAL QUALIFICATION REQUIREMENTS

Ability to:

- Maintain highest standard of confidentiality regarding information related to District’s collective bargaining plans, strategies, and purposes.
- Post, enter and retrieve financial data and make mathematical calculations.
- Gather, organize, project, and analyze financial and administrative data and prepare clear, concise reports containing such data.
- Independently perform the duties of the position.

Adopted 09/04/96

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Addendum
To
Job Description: ADMINISTRATIVE SECRETARY II

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- **Post, enter and retrieve financial data and make mathematical calculations.**
- **Gather organize, project, and analyze financial and administrative data and prepare clear, concise reports containing such data.**
- **Independently perform the duties of the position.**

Adopted 09/04/96

Revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/30/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/09/2019

ITEM:

Consider appointment of the Citizens' Oversight Committee.

PURPOSE:

The Hanford Elementary School District (the "District") has placed a bond measure on the November 8, 2016 ballot seeking to obtain an authorization from the District's voters to issue up to \$24,000,000 aggregate principal amount of the District's school facilities bond ("Measure U"). The Measure U election is being conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the District (the "Board") hereby establishes the Independent Citizens' Bond Oversight Committee (the "Committee") for Measure U which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District. The names of the Committee members are attached for your consideration.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Appoint the Citizens' Oversight Committee.

Term Remaining	Member Name	Category	Number of Terms
2 years	<i>Vacant</i>	Parent/Guardian	1
2 years	Audrey Bunyard	Active parent-teacher organization parent/guardian	2
1 year	Brandon Schmitt	Business organization representative	2
2 years	Larry Wait	Senior citizens' organization member	2
2 years	Louis Martinez	Taxpayer association member	2
2 years	Mark Smith	Community member	2
1 year	Brandy Laughter	Community member	2