

Hanford Elementary School District

ANNUAL ORGANIZATIONAL MEETING AGENDA

Wednesday, December 18, 2019

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

CLOSED SESSION

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

Administrative Panel Recommendations

Case #20-05 Jefferson

OPEN SESSION

- Take action on closed session items

1. BOARD ORGANIZATION

Election and appointment of officer

- President
- Vice President
- Clerk

Designate trustee participation on district committees

- Budget Committee (2)
- Kings County School Board Association (1)
- HESD Educational Foundation (1)

Adopt Board Meeting Calendar for 2020

 **HESD HIGHLIGHTS**

 **WINTER RECEPTION**

2. 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

3. 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 November 8, 2019; November 15, 2019; November 22, 2019 December 2, 2019 and December 06, 2019.
- b) Approve minutes of Regular Board Meeting held on November 13, 2019.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1,489.00 from Jefferson Parent Teacher Club.
- e) Approve donation of \$500.00 from Pistachios & Almonds and Wonderful Giving.
- f) Approve donation of \$6,750.00 from HESD Educational Foundation.

4. INFORMATION ITEMS

- a) Receive for information the Budget Calendar for the 2020-2021 budget (Endo)
- b) Receive for information the details of the Classified Employee Summer Assistance Program (Endo)
- c) Receive for information the monthly financial reports for the period of 07/01/2019 – 11/30/2019 (Endo)
- d) Receive for information the following revised Administrative Regulation: (McConnell)
 - AR 4156.4 – Use of District or Personal Automobiles
- e) Receive for information the following revised Board Policy and Administrative Regulation: (Gomez)
 - BP/AR 6175 – Migrant Education Program

5. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of award for the Washington Modernization Project (Mulligan)
- b) Consider approval of inspection services agreement with TWB Inspections to oversee the Washington Modernization Project (Mulligan)
- c) Consider approval to Solicit Bids for the Lincoln Modernization Project (Mulligan)
- d) Consider approval of Architectural Services Agreement with Mangini Associates, Inc. for the New Parking Lot at Monroe
- e) Consider adoption of Resolution #15-20: Reduction in Classified Services for the 2019-20 School Year (Martinez)
- f) Consider approval of the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 1312.3 – Uniform Complaint Procedures
- g) Consider approval of the following revised Administrative Regulation and Exhibit: (Carlton)
 - AR/E 1312.4 – William Uniform Complaint Procures

- h) Consider approval of the following revised Exhibit: (Carlton)
 - E 5145.6 – Parental Notifications
- i) Consider approval of the following revised Administrative Regulation: (Gabler)
 - AR 1220 – Citizen Advisory Committees
- j) Consider approval of the following revised Administrative Regulation: (Gabler)
 - AR 1340 – Access to District Records
- k) Consider approval of the following revised Board Policy and Exhibit: (Gabler)
 - BB/E 9323.2 – Actions by the Board
- l) Consider approval of the following revised Board Bylaw: (Gabler)
 - BB 9324 – Minutes and Recordings
- m) Consider approval of the following revised Administrative Regulation: (Rubalcava)
 - AR 5125.2 – Withholding Grades, Diploma and Transcripts
- n) Consider approval of the following revised Administrative Regulation: (Strickland)
 - AR 5113 – Absences and Excuses
- o) Consider approval of the following revised Administrative Regulation: (Strickland)
 - AR 5131.41 – Use of Seclusion and Restraint
- p) Consider approval of the following revised Administrative Regulation: (Strickland)
 - AR 6173.2 – Education of Children of Military Families

6. PERSONNEL (Martinez)

a) Employment

Classified

- Ana Gomez, READY Program Tutor – 4.5 hrs., Simas, effective 11/22/19
- Steven Morales, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 12/9/19

Temporary Employees/Substitutes/Yard Supervisors

- Ashley Acle, Substitute Clerk Typist II, effective 11/13/19
- Oscar Barron, Short-term Licensed Vocational Nurse – 6.0 hrs., King, effective 12/2/19 to 12/16/19
- Kristin Brieno, Substitute READY Program Tutor, effective 11/18/19
- Sylvia Foreman, Short-term Special Education Aide – 5.0 hrs., Washington, effective 11/12/19 to 12/20/19
- Carolina Munoz Gomez, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 11/12/19 to 12/20/19
- Cynthia Gonzalez, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/12/19 to 12/20/19
- Roxanna Hernandez, Substitute Translator: Oral Interpreter and Written Translator, effective 11/22/19
- Judie Morgan, Substitute Yard Supervisor, effective 11/21/19
- Alberto Ordonez, Short-term Media Services Aide – 5.5 hrs., Wilson, effective 12/9/19 to 2/28/20
- Richard Perez Jr., Substitute READY Program Tutor, effective 12/2/19
- Dana Raulino, Substitute Yard Supervisor, effective 11/12/19

Yard Supervisors

- Cynthia Gonzalez, Yard Supervisor – 3.0 hrs., Simas, effective 12/6/19
- Sara Lira, Yard Supervisor – 1.5 hrs., King, effective 12/2/19
- Charmon Valenzuela, Yard Supervisor – 1.0 hr., King, effective 12/9/19

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

- Rachel Castellanos, 4-6 Grade Girls Basketball Coach, Roosevelt, effective 11/18/19 to 2/27/20
- Santiago Covarrubias Jr., 8th Grade Boys Soccer Coach, Kennedy, effective 11/18/19 to 2/13/20
- Patricia Diaz, Folkloric Dance Coach, Jefferson, effective 1/21/20 to 3/1/20
- Jose Guillen Leon, 7th Grade Boys Soccer Coach, Wilson, effective 12/2/19 to 2/13/20
- Alberto Ordonez, Junior Legos Coach, Jefferson, effective 1/21/20 to 3/1/20
- Michael Quinones, 4-6 Boys Basketball Coach, Washington, effective 11/18/19 to 2/27/20
- Eugene Reyes, 7-8 Grade Boys/Girls Wrestling Coach, Wilson, effective 11/12/19 to 2/8/20
- Julius Rojas, 4-6 Girls Basketball Coach, Lincoln, effective 11/18/19 to 2/27/20
- Raymond Ruiz, 7-8 Grade Boys/Girls Wrestling Coach, Kennedy, effective 11/12/19 to 2/8/20
- Jesus Garcia Vargas, 8th Grade Boys Soccer Coach, Wilson, effective 11/12/19 to 2/13/20

c) Resignations

- Ana Gomez, READY Program Tutor – 4.5 hrs., Richmond, effective 11/6/19
- Judie Morgan, Bus Driver – 4.5 hrs., Transportation/DSF, effective 12/13/19
- Tagen Ormonde, Teacher, Simas, effective 12/20/19
- Rachel Shimmin, READY Program Tutor – 4.5 hrs., Simas, effective 11/19/19

d) Termination due to Failure to Respond

- Dorcel Boyd, Substitute Clerk Typist I, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 5/3/18
- Cesar Calvillo Calderon, Substitute Groundskeeper II, effective 1/11/19
- Ricardo Cuevas, Substitute Computer Maintenance Technician, effective 1/23/19
- Brian Gutierrez, Substitute Custodian I, effective 9/20/18
- Ruben Gutierrez, Substitute Custodian I, effective 10/15/18
- Jesus Ornelas Gutierrez, Substitute Groundskeeper II, effective 11/16/18
- Robert Higdon, Substitute Maintenance Worker II, Warehouse/ Reprographics and Mail Technician, effective 10/4/16
- Lauren Magpayo, Substitute READY Program Tutor, effective 4/27/18
- Justin Miranda, Substitute Custodian II and Groundskeeper II, effective 10/12/18
- Henry Miranda, Substitute Yard Supervisor, effective 4/4/18
- Nalleli Pelayo, Substitute READY Program Tutor, Translator: Oral Interpreter, and Written Translator, effective 12/21/18
- Destiny Ramirez, Substitute Babysitter, READY Program Tutor, and Yard Supervisor, effective 8/27/18
- Jason Rose, Substitute Groundskeeper I, effective 8/8/18
- John Schray III, Substitute Food Service Worker I/II and Yard Supervisor, effective 5/14/18

e) Retirements

- Gary Pereira, Delivery Worker: Mail and Material – 8.0 hrs., Warehouse/DSF, effective 12/30/19

- f) More Hours
- Jennifer Aguirre, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Roosevelt, effective 11/18/19
 - Angela Corona, Yard Supervisor, from 3.0 hrs. to 3.5 hrs., Roosevelt, effective 11/18/19
 - Denise Davis, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Roosevelt, effective 11/18/19
- g) Administrative Transfer
- Jessica Bateman, READY Program Tutor – 4.5 hrs., from Simas to Richmond, effective 12/2/19
- h) Voluntary Reduction in Hours
- Valarie Casarez, Yard Supervisor, from 2.5 hrs. to 1.0 hr., Roosevelt, effective 11/18/19
 -
- i) Temporary Out of Class
- Paul Borges, from Bus Driver/Service Worker – 8.0 hrs., to Mechanic – 8.0 hrs., Transportation/DSF, effective 11/4/19 to 12/6/19
 - Kimberly Carrera, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Richmond, effective 11/6/19 to 12/20/19
- j) Consider approval of an Internship Credential Program Agreement with National University
- Authorize agreement to enter into an Internship Credential Program Agreement between Hanford Elementary School District and National University effective November 22, 2019.
- k) Leave of Absence
- Raquel Villarino, Teacher, King, effective 12/2/19 to 3/13/20, parental bonding
- l) Volunteers
- | <u>Name</u> | <u>School</u> |
|-------------------------------|---------------|
| Lydia Aldana | Hamilton |
| Alicia Clayhunter | Hamilton |
| Maribel Solorzano | Hamilton |
| Cassandra Wells | Hamilton |
| Marlyn Chang (HESD Employee) | Jefferson |
| Frances David | Jefferson |
| India Sigle | Kennedy |
| Corrina Bursiaga | Lincoln |
| Rebecca Hyde | Lincoln |
| Keisha Magana Aiken | Monroe |
| Angelique Goldston | Richmond |
| Natalie Zabala | Richmond |
| Olga Contreras (Cruz-Rumbo) | Roosevelt |
| Rosario Patino | Roosevelt |
| Lindsay Barron Johnson | Simas |
| Jovanna Duran | Simas |
| Sonia Ramirez (HESD Employee) | Simas |
| Marielena Vega | Washington |

7. FINANCIAL (Endo)

- Consider approval of the Certification of Signatures
- Consider approval of the Kings County Treasurer's Quarterly Compliance Report

- c) Consider award of the Electric Buses Bid
- d) Consider adoption of Resolution #16-20: Which Allows the District to Apply for Funding from the Volkswagen Mitigation Trust Fund

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: December 9, 2019

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

Date you wish to have your item considered: December 18, 2019

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 20-05 Jefferson

Hanford Elementary School District

REGULAR BOARD MEETING SCHEDULE

January 2020 – December 2020

Regular Board Meetings are normally held on the 2nd and 4th Wednesday of the month. (The calendar may be modified for holiday months). Unless otherwise noted, board meetings begin at 5:30 p.m.

January 22, 2020

February 12, 2020 – *The meeting will be held at **Simas Elementary**.*

February 26, 2020

March 11, 2020

March 25, 2020

April 22, 2020

May 13, 2020 – *The meeting will be held at **Lee Richmond Elementary**.*

May 27, 2020

June 10, 2020

June 24, 2020

July 22, 2020 - ***Tentative*** – The July meeting will only be held if it is needed.

August 12, 2020

August 26, 2020

September 9, 2020

September 23, 2020

October 14, 2020 – *The meeting will be held at **Roosevelt Elementary**.*

October 28, 2020

November 11, 2020

December 16, 2020

Adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 11/08/19, 11/15/19, 11/22/19, 12/02/19 and 12/06/2019.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 11/08/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12623119	2352	AMS.NET Leases	\$27,243.25
12623120	6253	AT&T Telephone	\$42.46
12623121	6705	ARLO BRAUN Mileage	\$49.88
12623122	4841	STATE OF CALIFORNIA Other Services	\$125.00
12623123	6942	CARMEN CALLERES Travel & Conf	\$17.00
12623124	5209	ARISTEO CALVILLO Mileage	\$11.48
12623125	299	CENTRAL VALLEY COMP. CARE INC. Other Services	\$158.00
12623126	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$5,100.00
12623127	3068	DEBRA COLVARD Travel & Conf/Mileage	\$392.23
12623128	4178	COOK'S COMMUNICATION Repairs	\$89.71
12623129	7474	DALYLA DE LEON Mileage	\$64.96
12623130	7432	STACEY DENNIS Mileage	\$61.71
12623131	4815	DIGITECH INTEGRATIONS INC Fire Alarm Services	\$1,152.00
12623132	7451	DRAKE UNIVERSITY Membership	\$1,000.00
12623133	7206	EBLI Software License	\$600.00
12623134	6661	ENGINEERING IS ELEMENTARY Instl Matls/Books	\$7,248.20
12623135	6232	FOLLETT LIBRARY RESOURCES eBooks	\$10,122.66
12623136	5916	MELANIE GALLAHER Mileage	\$51.04
12623137	7438	MALIKIA GALLOWAY Mileage	\$177.48
12623138	3862	SHELLY GARRETT Allowance	\$200.00
12623139	1393	GAS COMPANY Gas	\$100.72
12623140	3305	GILBERT ELECTRIC COMPANY Repairs	\$950.00
12623141	5541	JOANN GRAHAM Mileage	\$155.67
12623142	620	GRISWOLD LASALLE COBB DOWD Legal	\$87.20
12623143	622	CHERYL GUILBEAU Mileage	\$98.89
12623144	1902	HANDWRITING WITHOUT TEARS Books/Software License	\$563.91
12623145	632	CITY OF HANFORD Water/Sewer	\$33,568.58
12623146	7281	HERBERT L FLAKE CO. Maintenance Matls	\$493.29
12623147	7228	SAMANTHA HERNANDEZ Homeless Needs	\$121.78
12623148	2188	THE HOME DEPOT PRO Custodial Supplies	\$580.33
12623149	6766	IMAGE MARKET Instl Matls	\$503.49
12623150	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$1,292.76
12623151	5913	JAMI JENKINS Travel & Conf/Mileage	\$66.88
12623152	762	TAMMY JOHNSON Mileage	\$22.74
12623153	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,617.50
12623154	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,629.34
12623155	7102	KEY2ED INC. Inst'l Consultant	\$4,500.00
12623156	2345	KINGS CO DEPT OF AGRICULTURE Travel & Conf	\$10.00
12623157	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$92.42
12623158	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$800.00
12623159	6749	LIVESCHOOL Software License	\$742.50
12623160	7450	JULIA LOFY Mileage	\$53.65
12623161	7386	MARIO LOPEZ Inst'l Consultant	\$1,687.50
12623162	4629	LOWE'S OF HANFORD Instl Matls	\$162.76
12623163	6617	LESLIE MARAIN Mileage	\$49.88
12623164	6815	MATHCOUNTS FOUNDATION Other Services	\$300.00
12623165	1937	ME-N-ED'S PIZZERIA Leadership Meeting	\$198.23
12623166	5324	FRANCES MORENO Travel & Conf	\$17.00

Warrant Register For Warrants

Dated 11/08/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12623167	1863	FRANCIS K. MWANGI Allowance	\$150.97
12623168	7446	MY DRAGON BOOKS Books/Instl Matls	\$199.06
12623169	1058	OFFICE DEPOT Instl Matls	\$64.62
12623170	4118	KERRY PIEROTTE Allowance	\$178.48
12623171	5356	JODY PRODOEHL Other Services	\$30.00
12623172	4827	RAYMOND GEDDES & CO. INC. Instl Matls	\$235.44
12623173	1227	RENAISSANCE LEARNING INC. Software License	\$2,850.00
12623174	7433	ATHEENA SANCHEZ Mileage	\$136.65
12623175	1327	SCHOOL SPECIALTY Warehouse	\$600.56
12623176	1367	SISC III Health & Welfare	\$588,674.50
12623177	1374	SMART & FINAL STORES (HFD DO) Supplies	\$383.31
12623178	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$3,432.70
12623179	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$796.84
12623180	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,291.40
12623181	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$1,098.19
12623182	2625	SUNDANCE PUBLISHING Books	\$2,163.40
12623183	5946	THE HARTFORD Health & Welfare	\$1,261.60
12623184	1504	TURF STAR INC. Equipment	\$106,996.26
12623185	1508	U.S. POSTAL SERVICE (CMRS-POP) Postage	\$3,000.00
12623186	5915	STEFANIE UMSCHIED Mileage	\$51.04
12623187	3390	OSWALDO VASQUEZ Travel & Conf	\$17.00
12623188	7475	AMANDA ZAYAS Mileage	\$156.60
Total Amount of All Warrants:			\$841,142.70

Credit Card Register For Payments

Dated 11/08/2019

Document Number	Vendor Number	Vendor Name	Amount
14027428	3599	4IMPRINT INC Instl Matls	\$2,363.48
14027429	91	AUTOMATED OFFICE SYSTEMS Leases	\$8,412.55
14027430	3653	HEINEMANN PUBLISHING Books	\$2,085.80
14027431	1111	J W PEPPER & SON INC Band Matls	\$398.80
14027432	831	LAKESHORE LEARNING MATERIALS Instl Matls	\$487.76
14027433	854	LIBRARY STORE INC. Instl Matls	\$154.76
14027434	1071	ORIENTAL TRADING CO. INC. Instl Matls/Allowance	\$281.34
14027435	4776	PALOS SPORTS Athletic Supplies	\$1,313.63
14027436	1214	REALLY GOOD STUFF Instl Matls	\$295.77
14027437	1350	SIGN WORKS Maintenance Matls	\$109.46
14027438	4638	SLINGERLAND INSTITUTE Books	\$390.05
14027439	1417	STENHOUSE PUBLISHERS Books	\$89.02
Total Amount of All Credit Card Payments:			\$16,382.42

Warrant Register For Warrants

Dated 11/15/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12623700	1142	MICHELE ALEXANDER Travel & Conf/Mileage	\$265.06
12623701	6431	AMAZON.COM Books/Instl Matls	\$3,475.27
12623702	59	AMERIPRIDE UNIFORM SERVICES Kitchen Mop/Mat Services	\$166.33
12623703	59	AMERIPRIDE UNIFORM SERVICES Kitchen Mop/Mat Services	\$174.60
12623704	1690	BATTERY SYSTEMS Transportation Supplies	\$269.41
12623705	7399	BIMBO BAKERIES USA Food	\$1,970.72
12623706	6331	PAUL BORGES Equipment Reimbursement	\$610.72
12623707	263	DOUGLAS CARLTON Leadership Supplies	\$240.54
12623708	4654	CLASSIC SOCCER Athletic Supplies	\$214.50
12623709	6545	CANDACE CREWSE Mileage	\$39.09
12623710	3973	DANIELLE DARPLI Mileage	\$92.28
12623711	405	DASSEL'S PETROLEUM INC. Fuel	\$10,335.54
12623712	405	DASSEL'S PETROLEUM INC. Kitchen Fuel	\$328.04
12623713	5463	SARA DECUIR Travel & Conf/Mileage	\$59.26
12623714	4815	DIGITECH INTEGRATIONS INC Kitchen Services	\$288.00
12623715	4893	DISCOVERY EDUCATION Software License	\$1,280.00
12623716	486	KENNY EGGERT PD Staff Luncheon	\$70.57
12623717	7476	DAVID ESTRELLA Other Services	\$30.00
12623718	1177	FRED PRYOR SEMINARS Travel & Conf	\$128.00
12623719	1769	FRESNO PRODUCE Food	\$14,270.48
12623720	1393	GAS COMPANY Gas	\$1,655.00
12623721	591	GOLD STAR FOODS Food	\$14,965.74
12623722	1816	LUCY GOMEZ Parent Inv/Travel & Conf/Mileage	\$60.48
12623723	3656	HANFORD AUTO & TRUCK PARTS Maint/Transportation Supplies	\$785.36
12623724	2853	LISA HINOJOS Allowance	\$349.92
12623725	802	KINGS COUNTY PIPE & SUPPLY Maint/Grounds/Transportation Supplies	\$270.86
12623726	808	KINGS WASTE & RECYCLING Garbage	\$1,765.20
12623727	5304	KONA ICE OF KINGS COUNTY Rewards	\$750.00
12623728	6188	JULIE KOS Payroll Liability Holding	\$10.40
12623729	986	LAWNMOWER MAN Grounds Supplies	\$14.22
12623730	7096	MELISSA LINCICUM Mileage	\$43.73
12623731	7260	LOWE'S PRO SERVICES Maint/Grounds Supplies	\$1,885.18
12623732	7477	RACHEL MOZ Other Services	\$30.00
12623733	1863	FRANCIS K. MWANGI Allowance	\$49.03
12623734	5510	NEWEGG.COM Technology	\$151.76
12623735	7331	ALBERTO ORDONEZ Mileage	\$39.32
12623736	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$3,491.57
12623737	1144	PORT OF SUBS Leadership Supplies	\$296.00
12623738	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,416.40
12623739	5764	QUINN COMPANY Repairs	\$7,124.69
12623740	7346	RMA GEOSCIENCE INC. Buildings & Improvements	\$1,663.25
12623741	5756	SAN JOAQUIN VALLEY PALEONTOLOGY Study Trip	\$493.00
12623742	1303	SAVE MART SUPERMARKETS Food	\$157.86
12623743	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$57.71
12623744	1801	SMART & FINAL STORES (HFD KIT) Food	\$265.31
12623745	3800	SONITROL OF FRESNO Alarm Services	\$6,881.25
12623746	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$20,298.47
12623747	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,972.22

**Warrant Register For Warrants
Dated 11/15/2019**

Warrant Number	Vendor Number	Vendor Name	Amount
12623748	1444	SYSCO FOODSERVICES OF MODESTO Food/Kitchen Supplies	\$21,213.30
12623749	7239	UNBRANDED SCREEN PRINTING Instl Matls	\$1,215.00
12623750	1521	UNITED REFRIGERATION INC. Maint Supplies	\$246.17
12623751	3154	UPS Postage	\$52.00
12623752	2653	VALLEY OXYGEN Maintenance Supplies	\$143.21
12623753	3390	OSWALDO VASQUEZ CDS Garden Matls	\$33.09
12623754	1554	SONIA VELO Travel & Conf/Mileage	\$46.31
12623755	6943	WEST VALLEY SUPPLY Grounds Supplies	\$810.63

Total Amount of All Warrants:**\$147,012.05**

**Credit Card Register For Payments
Dated 11/15/2019**

Document Number	Vendor Number	Vendor Name	Amount
14027482	415	DELRAY TIRE & RETREADING INC. Repairs	\$303.80
14027483	827	LA TAPATIA TORTILLERIA INC. Food	\$1,504.03
14027484	1802	MEDALLION SUPPLY Maintenance Supplies	\$1,508.55
Total Amount of All Credit Card Payments:			\$3,316.38

Warrant Register For Warrants

Dated 11/22/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12624212	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$4,102.71
12624213	73	APPLE INC. Technology	\$1,000.00
12624214	7230	ARDENT GENERAL INC Buildings & Improvements	\$414,654.00
12624215	6253	AT&T Telephone	\$2,636.52
12624216	6628	AWESOME CHARTERS AND TOURS LLC Transportation	\$7,650.00
12624217	3258	BANK OF AMERICA Travel & Conf/Software License/Technology	\$3,686.47
12624218	6112	JENNIFER BAYS Mileage	\$140.24
12624219	2970	CA BAND DIRECTORS ASSOC. Band Fees	\$160.00
12624220	3822	LINDSEY CALVILLO Staff Luncheon	\$246.02
12624221	4393	CAROLINA BIOLOGICAL SUPPLY CO Instl Matls	\$158.79
12624222	355	CDT INC. Other Services	\$330.00
12624223	7123	CHILD1ST PUBLICATIONS LLC Books	\$327.86
12624224	331	CLASSIC CHARTER INC. Transportation	\$7,405.00
12624225	3068	DEBRA COLVARD Travel & Conf	\$94.00
12624226	374	CRABTREE PUBLISHING COMPANY Books	\$727.38
12624227	6916	DICKEY'S BARBEQUE PIT Leadership Dinner	\$438.12
12624228	5786	DOCUMENT TRACKING SERVICES Other Services	\$488.17
12624229	7082	DAVID ENDO Travel & Conf	\$191.00
12624230	3682	FASTENAL Maintenance Supplies	\$114.81
12624231	556	JOY GABLER Travel & Conf	\$213.00
12624232	7479	JESUS GARCIA VARGAS Inst'l Consultant	\$34.95
12624233	2290	ROBERT A. GARCIA Travel & Conf	\$213.00
12624234	1393	GAS COMPANY Gas	\$419.46
12624235	1816	LUCY GOMEZ Parent Involvement Matls	\$57.87
12624236	7100	CODY HATFIELD Travel & Conf	\$107.51
12624237	5513	HARMINI HERNANDEZ Travel & Conf/Mileage	\$306.08
12624238	2188	THE HOME DEPOT PRO Warehouse	\$293.01
12624239	7480	JEREMY HOSKINS Other Services	\$34.95
12624240	5264	HOUGHTON MIFFLIN HARCOURT Books	\$13,682.27
12624241	7473	WILLIAM JESTER Mileage	\$260.42
12624242	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$94.22
12624243	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$1,151.67
12624244	7312	MATTHEW KNEVELBAARD Mileage	\$47.50
12624245	7248	MEGAN LETSON Allowance	\$200.00
12624246	2903	JAIME MARTINEZ Travel & Conf	\$191.00
12624247	942	KAREN MCCONNELL Travel & Conf	\$191.00
12624248	7453	MIDWEST IMPRESSIONS INC Instl Matls	\$422.78
12624249	6897	MARTHA MURILLO Office Supplies	\$68.72
12624250	7041	MUSIC & ARTS Band Matls	\$439.06
12624251	4188	CHAD NIELSEN Mileage	\$32.31
12624252	4088	ESTHER PHELPS School Supplies	\$160.07
12624253	4118	KERRY PIEROTTE Mileage	\$74.01
12624254	4465	CYNTHIA PURSELL Rewards	\$67.94
12624255	7482	LUCERO QUINTERO Other Services	\$30.00
12624256	1204	SHARON RAMSEIER-WILLIAMS Inst'l Consultant	\$1,042.17
12624257	4827	RAYMOND GEDDES & CO. INC. Instl Matls	\$1,307.61
12624258	4243	RENAISSANCE ESMERELDA Travel & Conf	\$382.13
12624259	2993	TIM REVIOUS Travel & Conf	\$213.00

Warrant Register For Warrants

Dated 11/22/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12624260	7483	ERICKSON REYES Mileage	\$37.12
12624261	6028	MARIA ROSALES Allowance	\$36.67
12624262	2646	JILL RUBALCAVA Travel & Conf	\$213.00
12624263	1356	SILVAS OIL COMPANY INC. Fuel	\$1,243.40
12624264	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$9,395.13
12624265	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$12,608.56
12624266	6921	GREG STRICKLAND Travel & Conf/Mileage	\$627.98
12624267	6823	TCG GROUP HOLDINGS Other Services	\$246.00
12624268	5774	TEACHER SYNERGY LLC Software License	\$124.22
12624269	6944	TETER LLP Buildings & Improvements	\$28,891.25
12624270	1503	TULARE-KINGS MUSIC ED. ASSOC. Band Dues	\$225.00
12624271	6032	TUMBLEWEED PRESS INC Software License	\$1,318.10
12624272	7380	TWIG EDUCATION INC. Textbooks/Instl Matls	\$14,686.66
12624273	4547	U S SCHOOL SUPPLY Instl Matls	\$542.05
12624274	3749	ULINE INC Office Supplies	\$240.99
12624275	3154	UPS Postage	\$41.10
12624276	3242	VALLEY COLLISION CENTER Repairs	\$600.00
12624277	21	VISALIA ADVENTURE PARK Field Trip	\$261.00
12624278	2870	WARD'S NATURAL SCIENCE Instl Matls	\$154.05
12624279	6132	ASHLEY WELCH READY Supplies	\$36.63
12624280	4152	LAURIE YOUNG CPR Cert	\$12.95
Total Amount of All Warrants:			\$537,830.66

Credit Card Register For Payments

Dated 11/22/2019

Document Number	Vendor Number	Vendor Name	Amount
14027525	3599	4IMPRINT INC Instl Matls	\$543.14
14027526	2	A-Z BUS SALES INC Transportation Supplies	\$3,837.47
14027527	2073	ACCUCUT Instl Matls	\$250.00
14027528	179	BUDDY'S TROPHY SUPPLY Instl Matls	\$416.40
14027529	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$1,581.85
14027530	3030	FTG Band Supplies	\$134.06
14027531	806	KINGS COUNTY TROPHY Instl Matls	\$98.94
14027532	831	LAKESHORE LEARNING MATERIALS Instl Matls/Books	\$348.29
14027533	1002	MORGAN & SLATES INC. Maint/Grounds Supplies	\$1,245.21
14027534	1071	ORIENTAL TRADING CO. INC. Allowance/Instl Matls	\$863.49
14027535	5934	PEARSON - CLINICAL ASSESSMENT Software License/Instl Matls	\$4,075.37
14027536	1316	SCHOLASTIC CLASSROOM MAGAZINES Instl Matls	\$3,428.04
14027537	1313	SCHOLASTIC TEACHERS STORE Books	\$1,731.88
14027538	1417	STENHOUSE PUBLISHERS Books	\$627.41
14027539	1466	TERMINIX INTERNATIONAL Pest Control	\$386.00

Total Amount of All Credit Card Payments:

\$19,567.55

Warrant Register For Warrants

Dated 12/02/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12625004	6934	BLANCA ALVARADO-CABRERA Instl Matls	\$341.68
12625005	6431	AMAZON.COM Books/Instl Matls/Office Supplies	\$6,314.10
12625006	6253	AT&T Telephone	\$42.97
12625007	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$4,958.63
12625008	4983	B & H PHOTO-VIDEO Instl Matls	\$19,282.31
12625009	6331	PAUL BORGES Transportation Supplies	\$24.92
12625010	162	ANGEL BRAVO Payroll Liability Holding	\$117.20
12625011	5566	BUREAU OF LECTURES Inst'l Consultant	\$850.00
12625012	6942	CARMEN CALLERES Travel & Conf/Mileage	\$259.63
12625013	4393	CAROLINA BIOLOGICAL SUPPLY CO Instl Matls	\$158.79
12625014	1667	CDW GOVERNMENT INC. Tech Supplies/Equipment	\$15,623.79
12625015	4178	COOK'S COMMUNICATION READY Radios	\$467.44
12625016	392	CUMMINS PACIFIC LLC Transportation Supplies	\$42.43
12625017	7489	DEZERAYE DANELL Repairs	\$90.00
12625018	6661	ENGINEERING IS ELEMENTARY Books/Instl Matls	\$1,249.70
12625019	542	THE FRESNO BEE Other Services	\$936.27
12625020	5590	PRISCILLA GARIVAY Instl Matls	\$24.99
12625021	1393	GAS COMPANY Gas	\$476.01
12625022	1816	LUCY GOMEZ Parent Inv Supplies	\$752.76
12625023	6899	ELAINE GRANDMONT All Other Local Revenues	\$486.00
12625024	622	CHERYL GUILBEAU Mileage	\$26.45
12625025	7490	BRIAN GUTIERREZ All Other Local Revenues	\$60.77
12625026	5913	JAMI JENKINS Mileage	\$43.15
12625027	7056	JH TACKETT MARKETING Office Supplies	\$602.75
12625028	3719	FLORITA MAGALLON Instl Matls	\$68.39
12625029	5430	ANDREW MARTINEZ Drama Supplies	\$347.49
12625030	5324	FRANCES MORENO Mileage	\$46.57
12625031	2649	PEGGY NOBLE Mileage	\$209.32
12625032	7203	PARADIGM HEALTHCARE SERVICES LLC. Other Services	\$273.10
12625033	3419	PARENT INSTITUTE FOR Inst'l Consultant	\$8,000.00
12625034	7486	ROSARIO PATINO Other Services	\$30.00
12625035	4088	ESTHER PHELPS Rewards	\$265.33
12625036	1915	POSTMASTER US POSTAL SERVICE Postage	\$55.00
12625037	1188	QUILL LLC Warehouse	\$468.43
12625038	1285	SAFETY-KLEEN SYSTEMS INC. Transportation Supplies	\$153.00
12625039	4366	SCOUT ISLAND EDUCATION CENTER Study Trip	\$600.00
12625040	7337	JAMEE SERRATO Allowance	\$71.30
12625041	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,705.50
12625042	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$2,521.96
12625043	3407	STEPHANIE TATRO-PARKS Instl Matls	\$258.73
12625044	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$1,525.00
12625045	3390	OSWALDO VASQUEZ Mileage	\$46.57
12625046	6861	ISABEL VEGA Allowance	\$199.18
12625047	1558	VERIZON WIRELESS Telephone	\$944.96
12625048	1575	WALMART COMMUNITY RFCSLLC Homeless Needs/Instl Matls	\$1,052.51

Total Amount of All Warrants:

\$73,075.08

**Credit Card Register For Payments
Dated 12/02/2019**

Document Number	Vendor Number	Vendor Name	Amount
14027598	176	BSN SPORTS Athletic Supplies	\$275.67
14027599	5184	DRISKELL'S APPLIANCE Equipment	\$1,071.43
14027600	652	HANFORD SENTINEL Other Services	\$1,425.50
14027601	652	HANFORD SENTINEL Buildings & Improvements	\$972.62
14027602	1322	SCHOOL HEALTH CORPORATION Equipment/Medical Supplies	\$2,569.83
Total Amount of All Credit Card Payments:			\$6,315.05

Warrant Register For Warrants

Dated 12/06/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12625332	59	AMERIPRIDE UNIFORM SERVICES Kitchen Laundry Services	\$513.58
12625333	7230	ARDENT GENERAL INC Buildings & Improvements	\$545,967.25
12625334	6628	AWESOME CHARTERS AND TOURS LLC Transportation	\$20,100.00
12625335	7399	BIMBO BAKERIES USA Food	\$1,655.00
12625336	7470	BRAVERY CREATIONS Instl Matls	\$483.00
12625337	236	STATE OF CALIFORNIA Other Services	\$1,900.00
12625338	1667	CDW GOVERNMENT INC. Equipment	\$2,290.84
12625339	1836	CHAMPIONS RECOVERY Inst'l Consultant	\$1,000.02
12625340	319	CHEVRON & TEXACO Fuel	\$47.00
12625341	331	CLASSIC CHARTER INC. Transportation	\$19,730.50
12625342	392	CUMMINS PACIFIC LLC Transportation Supplies	\$2,176.74
12625343	405	DASSEL'S PETROLEUM INC. Fuel	\$581.72
12625344	4815	DIGITECH INTEGRATIONS INC Leases	\$1,642.12
12625345	7484	DINUBA UNIFIED SCHOOL DISTRICT Entry Fee	\$500.00
12625346	7330	NICOLE D. ESQUEDA OD Homeless Needs	\$251.00
12625347	4956	EXETER HIGH SCHOOL WRESTLING Entry Fee	\$500.00
12625348	3066	FLAG HOUSE Medical Matls	\$2,000.62
12625349	6232	FOLLETT LIBRARY RESOURCES Books	\$2,395.37
12625350	1769	FRESNO PRODUCE Food	\$24,203.84
12625351	7481	FS.COM INC Technology	\$3,951.36
12625352	2749	GARDA CL WEST INC. Kitchen Services	\$136.40
12625353	5590	PRISCILLA GARIVAY Allowance	\$191.68
12625354	1393	GAS COMPANY Gas	\$1,117.45
12625355	591	GOLD STAR FOODS Food	\$28,939.54
12625356	5541	JOANN GRAHAM Mileage	\$127.19
12625357	620	GRISWOLD LASALLE COBB DOWD Legal	\$222.65
12625358	632	CITY OF HANFORD Water/Sewer	\$25,164.98
12625359	3528	LINDSAY HASTINGS Parent Inv Matls	\$25.74
12625360	3660	ROBERT HEUGLY Mileage	\$175.16
12625361	5855	HOBBY LOBBY Instl Matls	\$255.32
12625362	2188	THE HOME DEPOT PRO Custodial Supplies	\$321.75
12625363	796	KINGS COUNTY OFFICE OF ED Travel & Conf	\$1,225.00
12625364	7384	LA ESQUNITA MI PUEBLO TAQUERIA #2 Leadership Dinner	\$296.24
12625365	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$2,834.30
12625366	5430	ANDREW MARTINEZ Allowance	\$196.25
12625367	7491	SARAH MARTINEZ Prepaid Meals	\$19.55
12625368	6945	MCCLARD MASONRY CONSTRUCTION INC. Land Improvements	\$15,140.00
12625369	2909	MARCELA NICOLE NASH Allowance	\$200.00
12625370	4149	KELLIE NOJI Instl Consultant	\$14.95
12625371	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$9,266.99
12625372	7404	MADISON POLLARD Rewards	\$38.61
12625373	1144	PORT OF SUBS Leadership Dinner	\$365.50
12625374	1168	PRODUCERS DAIRY PRODUCTS Food	\$20,098.25
12625375	4511	DOUG ROSE Maintenance Supplies	\$74.20
12625376	1303	SAVE MART SUPERMARKETS Food	\$136.95
12625377	1801	SMART & FINAL STORES (HFD KIT) Food	\$120.08
12625378	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$13,645.76
12625379	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$12,705.50

**Warrant Register For Warrants
Dated 12/06/2019**

Warrant Number	Vendor Number	Vendor Name	Amount
12625380	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$853.62
12625381	5622	JOANNA STONE Mileage	\$307.52
12625382	1444	SYSCO FOODSERVICES OF MODESTO Food	\$22,997.53
12625383	7124	TEACHER LEARNING CENTER Travel & Conf	\$735.00
12625384	1506	TWB INSPECTIONS Buildings & Improvements	\$6,450.00
12625385	1508	U.S. POSTAL SERVICE (CMRS-POP) Postage	\$3,500.00
12625386	1554	SONIA VELO Mileage	\$140.94
Total Amount of All Warrants:			\$799,930.56

**Credit Card Register For Payments
Dated 12/06/2019**

Document Number	Vendor Number	Vendor Name	Amount
14027635	91	AUTOMATED OFFICE SYSTEMS Leases	\$6,864.54
14027636	1363	BEST BUY Food	\$14.32
14027637	149	BLICK ART MATERIALS Instl Matls	\$939.25
14027638	5008	DECKER EQUIPMENT Maintenance Supplies	\$95.26
14027639	4430	G W SCHOOL SUPPLY Instl Matls	\$104.45
14027640	599	GOPHER SPORT Athletic Supplies	\$125.23
14027641	652	HANFORD SENTINEL Other Services	\$274.84
14027642	1184	PROGUARD SERVICE & SOLUTIONS Kitchen Services	\$594.81
14027643	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
Total Amount of All Credit Card Payments:			\$9,037.70

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

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

- Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustee Garcia, Garner, Hernandez and Strickland were present.
- HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Lindsey Calvillo, Doug Carlton, Debra Colvard, Kenny Eggert, David Endo, Lucy Gomez, Lindsay Hastings, Rick Johnston, Jaime Martinez, Karen McConnell, Jennifer Pitkin, Cynthia Purcell, Jill Rubalcava and Jay Strickland.
- Public Comments** None
- Board and Staff Comments** Superintendent Joy Gabler stated the California Department of Education released the eligibly list and Jefferson Academy is eligible to apply for Distinguished Schools. They have already met regarding the application.
- Trustee Strickland stated he attended the Veteran's Recognition Event at Washington. He said the Principal did a great job, the students did wonderful and it was a great event. He thanked them for inviting the Board.
- Requests to Address the Board** None
- Dates to Remember** President Revious reviewed dates to remember: KCSBA Meeting at Panera on November 18th; Parent Teacher Conferences on November 25th and 26th; No School on November 27th; Thanksgiving Holiday November 28th and 29th.

CONSENT ITEMS

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

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

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

Garcia – Yes
 Garner – Yes

Hernandez – Yes
 Revious – Yes
 Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated October 18, 2019; October 25, 2019; and November 1, 2019.
- b) Minutes of Regular Board Meeting held on October 23, 2019.
- c) Interdistrict transfers as recommended.
- d) Donation of \$260.00 from Spirit & Pride.
- e) Approve donation of 150 food baskets from St. Brigid Community Outreach Center for the Thanksgiving Holiday.

Trustee Revious thanked all donors.

INFORMATION TIEMS

- 07-01/19 – 10/31/19 Financial Report** David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2019-10/31/2019. He stated everything is going according to plan and looking good.
- AR 5113** Jay Strickland, Director of Child Welfare and Attendance, presented for information the revised Administrative Regulation:
- AR 5113 – Absences and Excuses
- AR 5131.41** Jay Strickland, Director of Child Welfare and Attendance, presented for information the new Administrative Regulation:
- AR 5131.41 – Use of Seclusion and Restraint
- AR 6173.2** Jay Strickland, Director of Child Welfare and Attendance, presented for information the revised Administrative Regulation:
- AR 6173.2 – Education of Children of Military Families
- BP/AR 1312.3** Doug Carton, Director of Program Development, Assessment & Accountability, presented for information the revised Board Policy and Administrative Regulation:
- BP/AR 1312.3 – Uniform Complaint Procedures
- AR/E 1312.4** Doug Carton, Director of Program Development, Assessment & Accountability, presented for information the revised Administrative Regulation and Exhibit:
- AR/E 1312.4 – Williams Uniform Complaint Procedure
- E 5145.6** Doug Carton, Director of Program Development, Assessment & Accountability, presented for information the revised Exhibit: (Carlton)
- E 5145.6 – Parental Notifications
- AR 1220** Joy Gabler, Superintendent, presented for information the revised Administrative Regulation: (Gabler)
- AR 1220 – Citizen Advisory Committees

- AR 1340** Joy Gabler, Superintendent, presented for information the revised Administrative Regulation: (Gabler)
- AR 1340 – Access to District Records
- BB/E 9323.2** Joy Gabler, Superintendent, presented for information the revised Board Bylaw and Exhibit: (Gabler)
- BB/E 9323.2 – Actions by the Board
- BB 9324** Joy Gabler, Superintendent, presented for information the revised Board Bylaw: (Gabler)
- BB 9324 – Minutes and Recordings
- AR 5125.2** Jill Rubalcava, Assistant Superintendent to Curriculum, presented for information the revised Administrative Regulation: (Rubalcava)
- AR 5125.2 – Withholding Grades, Diploma or Transcripts

BOARD POLICIES AND ADMINISTRATION

- Organizational Meeting on December 18th** Trustee Strickland made a motion to cancel the Regular Board Meeting scheduled for December 11, 2019 and moved it to December 18, 2019 as well as holding the Organizational Meeting on December 18, 2019. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Gonzalez Architects Agreement** Trustee Garner made a motion to approve the agreement with Gonzalez Architects for the Washington School interim portable classroom buildings. Trustee Garcia seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- Madera County Superintendents of Schools Contract** Trustee Garcia made a motion to approve the Madera County Superintendents of Schools in coordination of School-Based Medi-Cal Administrative Activates medi-cal billing. Trustee Strickland seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- MOU with Kings County** Trustee Garcia made a motion to approve the Memorandum of Understanding with Kings County Behavioral Health to help support students in need of mental health,

Behavioral Health

prevention and substance use disorders. Trustee Strickland seconded; motion carried 5-0:

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

BB 9110

Trustee Garcia made a motion to approve the revised Board Bylaw 9110 – Terms of Office. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 0420

Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation 0420 – School Plans/Site Councils. Trustee Hernandez seconded; motion carried 5-0:

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

BP/AR 0460

Trustee Garcia made a motion approve the revised Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan. Trustee Garner seconded; motion carried 5-0:

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

PERSONNEL

Trustee Garcia made a motion to take Personnel items “a” through “l” together. Trustee Strickland seconded; the motion carried 5-0:

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

Trustee Garcia then made a motion to approve Personnel items “a” through “l”. Trustee Strickland seconded; the motion carried 5-0:

Garcia – Yes
 Garner – Yes
 Hernandez – Yes

Revious – Yes
Strickland – Yes

The following items were approved:

***Item "a" –
Employment***

Certificated

- Angel Hawkins, Teacher, Temporary, Richmond, effective 10/21/19

Classified

- Lucero Adileny Lopez, Administrative Secretary II "Confidential" – 8.0 hrs., Facilities/Fiscal Services, effective 11/12/19

Temporary Employees/Substitutes

- Maria Arroyo, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 10/22/19 to 12/20/19
- Michelle Banuelos, Short-term Bilingual Aide I – 1.0 – 5.0 hrs., Monroe, Roosevelt, Simas, Washington, Kennedy, effective 10/18/19 to 5/29/20
- Evelyn Campos, Short-term Bilingual Aide I – 1.0 – 5.0 hrs., Lincoln, King, effective 10/18/19 to 5/29/20
- Maribel Corrales-Ortiz, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 10/22/19 to 12/20/19
- Stephanie Farias, Substitute READY Program Tutor, effective 10/16/19; Short-term READY Program Tutor – 4.5 hrs., King, effective 10/21/19 to 12/20/19
- Ryan Freitas, Substitute Custodian I and Groundskeeper I, effective 10/18/19
- Cynthia Gonzalez, Substitute Yard Supervisor, effective 10/25/19
- Alondra Iniguez Perez, Substitute Yard Supervisor, effective 10/22/19
- Bertha Martin, Short-term Bilingual Clerk Typist II – 8.0 hrs., Kennedy, effective 10/28/19 to 12/20/19
- Noelia Naranjo, Substitute Yard Supervisor, effective 10/25/19
- Arianna Nava, Short-term Bilingual Aide I – 1.0 – 5.0 hrs., Hamilton, King, effective 10/18/19 to 5/29/20
- Merly Quintana, Substitute Yard Supervisor, effective 8/13/19 (rescind)
- Laurie Tolbert, Substitute Alternative Education Program Aide, Special Circumstance Aide and Special Education Aide, effective 10/14/19

Yard Supervisors

- Shelby Alcaraz, Yard Supervisor – 1.0 hr., Wilson, effective 10/22/19
- Elizabeth Bolanos, Yard Supervisor – 3.5 hrs., Simas, effective 10/28/19
- Earlisha White, Yard Supervisor – 3.0 hrs., Roosevelt, effective 11/4/19

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

Certification

- Sara Meza, 8th Grade Girls Soccer Coach, effective 11/12/19 to 2/13/20

***Item "c" –
Resignation***

- Maricia Cuevas, Bus Driver – 4.5 hrs., Transportation/DSF, effective 10/31/19
- Sanita Ieronimo, Substitute Clerk Typist I, READY Program Tutor, Special Education Aide and Yard Supervisor, effective 10/18/19
- Steve Luna, Teacher, Richmond, effective 10/18/19
- Kathy Turner, Substitute Yard Supervisor, effective 9/19/19

***Item "d" –
Termination due***

- Jocelyn Sanchez Gomez, Substitute Yard Supervisor, effective 6/7/19

to Failure to Respond

Item "e" – Retirement

- Dan Ramponi, Bus Driver – 6.0 hrs., Transportation/DSF, effective 12/25/19

Item "f" – Promotion

- Omar Arellan Gallardo, from Groundskeeper II – 8.0 hrs., to Irrigation Specialist – 8.0 hrs., Grounds/DSF, effective 11/4/19

Item "g" – Promotion/Transfer

- Ivane "Victor" Magaña, from Custodian II – 8.0 hrs., Kennedy to Head Custodian- 8.0 hrs., Wilson, effective 12/23/19

Item "h" – Promotion/More Hours/Transfer

- Johnathan Covian, from Food Service Worker I – 3.25 hrs., Hamilton to Custodian II – 8.0 hrs., Kennedy, effective 12/23/19

Item "i" – More Hours

- Melissa Acosta, Bus Driver, from 4.5 hrs., to 6.0 hrs., Transportation/DSF, effective 10/28/19
- Mayra Garcia, Bus Driver, from 4.5 hrs. to 6.0 hrs., Transportation/DSF, effective 10/28/19
- Miriam Sanchez Rodriguez, Yard Supervisor, from 2.5 to 3.0 hrs., Jefferson, effective 10/18/19

Item "j" – Temporary Out of Class

- Paul Borges, from Bus Driver/Service Worker – 8.0 hrs., to Mechanic – 8.0 hrs., Transportation/DSF, effective 11/4/19 to 11/19/19
- Yadira Castrejon Granados, from Bilingual Clerk Typist II – 8.0 hrs., to School Operations Officer – 8.0 hrs., Kennedy, effective 10/21/19 to 12/20/19
- Sherman Royal, from Custodian II – 8.0 hrs., District Office to Student Specialist – 8.0 hrs., King, effective 10/30/19 to 11/13/19

Item "k" – Leave of Absence

- Jamie Sumners, Teacher, Monroe, effective 11/5/19 to 11/22/19, child rearing

Item "l" – Volunteers

<u>Name</u>	<u>School</u>
Ivan Chester Nicar	Hamilton
Angelica Avila	Jefferson
Katrina Carson	Jefferson
Susie Chapa	Jefferson
Carlos Lerma (HESD Employee)	Jefferson
Anita Nunez	Jefferson
Berzabet Valtierra	Jefferson
Jenifer Burnett	Kennedy
Justine Medeiros	Kennedy
Jenny Rodriguez-Cruz	King
Mauro Vigil	King

<u>Name</u>	<u>School</u>
Susan Gonzalez	Lincoln
Ashlee Garcia	Monroe
Maria Esther Gomez	Monroe
Lorena Ortega	Richmond
Jaime Sandoval	Richmond
Douglas Harrison	Roosevelt
Alison Morton	Roosevelt
Rachel Moz	Roosevelt
Joana Casillas	Simas
Randall Hutton Jr.	Simas
Melissa Cunha (HESD Employee)	Washington
Veronica DeSoto	Washington
Andrie Reyna	Wilson

FINANCIAL

1st Interim Report

David Endo, Chief Business Official, presented a PowerPoint presentation on the 1st Interim Report for 2019-20. Highlights from his presentation included: Local Control Funding Formula includes two major components: ADA by grade level and ADA for free and reduced students, foster students and English learners. He reviewed the LCFF funding calculation factors which indicates HESD is fully funded according to the State. David stated when the budget was adopted the calculation was based on ADA projections, unfortunately our ADA is lower than we hoped so the budget needs to reflect that change. Trustee Revious asked if this projection was based on last year. David answered yes. David also showed a chart reflecting the difference in the adopted budget and the 1st Interim. He also reviewed the general fund budget comparison and other District funds. He explained some of the costs that have occurred and some savings. Examples stated: ADA reduction, teacher retirement, textbook adoption, electric buses, new print copier. He said there are no dramatic changes right now and the other District funds are very healthy. He then reviewed the multi-year projection assumptions and what we are looking forward to.

Trustee Garcia made a motion to approve the 1st Interim Report. Trustee Strickland seconded; the motion carried 5-0:

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

Resolution #13-20 Trustee Garcia made a motion to adopt Resolution #13-20: 2019-20 Budget Revisions – 1st Interim. Trustee Hernandez seconded; the motion carried 5-0:

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

Resolution #14-20 David Endo introduced Katie Dobson from Jones Hall. He said Katie wrote the Resolution #14-20 regarding General Obligation Bonds. They met her a year ago at a conference. She comes with wealth of information and experience. Katie stated the resolution has the legal language required by Proposition 39. Appendix A has the bond measures that the voters will see. Trustee Garner asked if this will require a new committee. David stated they can use the same committee they will just have to reconvene after the first meeting. Trustee Strickland asked if this law firm was recommended. David answered yes, they have over 40 years of experience and they work with Fresno, Clovis, Pioneer, Tulare and Visalia. Trustee Graner asked if any other districts are going out for bonds. David answered HESD and we've heard of possibly one more in the County.

Trustee Strickland made a motion to adopt Resolution #14-20: Resolution of the Board of Trustees of the Hanford Elementary School District Ordering an Election to Authorize the Issuance of General Obligation Bonds, Establishing Specifications of the Election Order and Requesting Consolidation with the Other Elections occurring on March 3, 2020. Trustee Garcia seconded; the motion carried 5-0:

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

Bond Counsel Agreement Trustee Garcia made a motion to approve the bond counsel agreement with Katie Dobson from Jones Hall. Trustee Strickland seconded; the motion carried 5-0:

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

Resolution #9-20 Trustee Garcia made a motion to adopt Resolution #9-20: California Environmental Quality Act Exemption – Lincoln Elementary School Modernization Project. Trustee Garner seconded; the motion carried 5-0:

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

Resolution #11-20 Trustee Garner made a motion to adopt Resolution #11-20: California Environmental Quality Act Exemption – Richmond Elementary School Modernization Project. Trustee Garcia seconded; the motion carried 5-0:

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

Resolution #12-20 Trustee Garner made a motion to adopt Resolution #12-20: California Environmental Quality Act Exemption – Roosevelt Elementary School Modernization Project. Trustee Garcia seconded; the motion carried 5-0:

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

Resolution #10-20 Trustee Garcia made a motion to adopt Resolution #10-20: California Environmental Quality Act Exemption – Washington Elementary School Modernization Project. Trustee Garner seconded; the motion carried 5-0:

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

Bids for Electric Buses Trustee Garcia made a motion to approve the solicitation of bids for five Electric Buses awarded by the California Energy Commission. Trustee Garner seconded; the motion carried 5-0:

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

Resolution #8-20 Trustee Garcia made a motion to adopt Resolution #8-20: State Building Funds Application for Lee Richmond Elementary and Roosevelt Elementary modernization projects. Trustee Hernandez seconded; the motion carried 5-0:

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

Super Co-Op Trustee Garcia made a motion to approve the renewal of services and memorandum of understanding with Super Co-op. Trustee Hernandez seconded; the motion carried 5-0:

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

FUTURE ITEMS

Annual Organizational Meeting Trustee Garcia made a motion to approve the Annual Organizational Meeting date for December 18, 2019. Trustee Strickland seconded; the motion carried 5-0:
 Garcia – Yes

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

Adjournment There being no further business, President Revious adjourned the meeting at 6:24 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-202	A	Hamilton	KRH	12/09/2019
I-203	A	Monroe	Pioneer	12/09/2019
I-204	A	Simas	Pioneer	12/09/2019

No	A/D	Sch Req'd	Home Sch	Date
O-155	A	Pionner	Wilson	12/09/2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: December 6, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM: Donation of \$1,498.00 from Jefferson Parent Teacher Club to Jefferson Charter Academy.**PURPOSE:** To be used to cover costs of student incentives.**FISCAL IMPACT:** Increase of \$1,498.00 to Jefferson Budget as follows:

0100-1100-0-1110-1000-575020-021-0000	\$ 718.00
0100-1100-0-1110-1000-580000-021-0000	\$ 780.00

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Ramiro Flores

DATE: 12/6/19

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

FOR: () Information
(X) Action

Date you wish to have your item considered: Dec. 18th, 2019

ITEM: Consider approval of donations to Roosevelt School from:
Wonderful Pistachios & Almonds and Wonderful Giving, in the amount of \$500.00.

PURPOSE: To be used to pay for student rewards.

FISCAL IMPACT:

Increase of \$500.00 to 0100-1100-0-1110-1000-430000-026-0000.

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider approval of donation in the amount of \$6,750 from the HESD Educational Foundation.

PURPOSE:

The HESD Educational Foundation has donated \$6,750 to fund seven mini-grants for a variety of activities across the District. The listing of mini-grants have been attached as a reference.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATIONS:

Accept the donation.

Site	Grade(s)	Submitter & Project Title	Curriculum or Thematic Areas	Amount Requested
Richmond Submitted 10.17.19	Grade 6	Roberta Vasquez <i>Fresno State Trip</i>	<ul style="list-style-type: none"> Science, Technology, Engineering and Math (STEM) Literacy Across the Curriculum 	\$1,000.00
Richmond READY Submitted 10.24.19	Grades 3 – 6	Kimberly Carrera <i>READY Community Outreach</i>	<ul style="list-style-type: none"> Science, Technology, Engineering and Math (STEM) Literacy Across the Curriculum Local Citizenship 	\$1,000.00
Washington Submitted 10.31.19	Grade 2	Daryl Johnson <i>Patriot Me, Special Me</i>	<ul style="list-style-type: none"> Literacy Across the Curriculum Local Citizenship 	\$1,000.00
Hamilton Submitted 10.31.19	Grade 4	Josie Cavanaugh & Andrea Garcia <i>Flexible Seating</i>	<ul style="list-style-type: none"> Literacy Across the Curriculum Other 	\$1,000.00
Lincoln Submitted 10.31.19	Grades 2 – 6	Brianne Brieno <i>Kids Choir</i>	<ul style="list-style-type: none"> Art, Music, Culture 	\$1,000.00
Simas Submitted 11.01.19	Grades 1	Vanessa Gomez <i>Star Museum</i>	<ul style="list-style-type: none"> Art, Music, Culture Other: Social Studies & Patriotic Symbols 	\$1000.00
Simas Submitted 11.01.19	Grade 1	Claudia Snead <i>Loving and Listening to Literature</i>	<ul style="list-style-type: none"> Literacy Across the Curriculum 	\$750.00
TOTAL				\$6,750.00

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Receive the Budget Calendar for the 2020-2021 budget.

PURPOSE:

Attached is the timeline the District will follow for the preparation of the 2020-2021 school district budget.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Receive the Budget Calendar.

2019		
December	18	Budget and Local Control Accountability Plan (LCAP) calendar presented to Board of Trustees (Endo)
2020		
January	13	LCAP Consultation at HETA Meet & Consult (Gabler)
	21	Site Allocation Planning. Determine School/Department planning figures for 2020-21 Personnel and Supply allocations (Gabler/Endo)
	21	Parent Advisory Committee Meeting (including LCAP consultation)
	23	DELAC Committee Meeting (including LCAP consultation)
February	3	LCAP Consultation at HETA Meet & Consult (Gabler)
	7	Send 2020-21 Staff Classified Allocation to S.O.O./Managers/HR
	12	LCAP Student Focus Group (5th- 8th grade students) to be held at JFK Jr. High School
	14	Parent Surveys to be returned
	24	LCAP consultation at CSEA Meet & Consult (Gabler)
	28	Annual Staff Planning – Meeting #1
	28	Distribute budget materials to Schools and Departments (Pupil Allocation). Potential budget memos for next year
March	1-30	Superintendent to review Department budgets with managers at briefings. Review budget memos with managers
	1-30	Principals/Department Heads develop budgets
	2	LCAP consultation at HETA Meet & Consult (Gabler)
	6	Annual Staff Planning – Meeting #2
	9	Annual Staff Planning – ADA/enrollment projections for calculation of income (Exec. Council)

	9	Review Personnel (Exec. Council)
	13	Annual Staff Planning – Meeting #3
	16	LCAP consultation at CSEA Meet & Consult (Gabler)
	17	Parent Advisory Committee Meeting (including LCAP Consultation)
	18	2020-21 Certificated Pre-Staffing
	19	DELAC meeting (including LCAP consultation)
	19	Student surveys to be returned
	24	2020-21 Certificated Staffing
	27	2020-21 General Purpose, Categorical, Food Services and Special Ed budgets due to Fiscal Services
April	3	Establish Budget Committee
	20	LCAP consultation at HETA Meet & Consult (Gabler)
	24	Review 2020-21 proposed income and expenditures. Make any necessary adjustments to balance (Gabler/Endo)
	24	HESD sets dates for Public hearings for proposed 2020-21 LCAP and Budget. Superintendent notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP (Gabler/Endo)
	27	LCAP consultation at CSEA Meet & Consult (Gabler)
	28	2020-21 Annual Staff Planning – Classified
May	4	LCAP consultation at HETA Meet & Consult including preview of Draft 2020-21 LCAP (Gabler)

	18	LCAP consultation at CSEA Meet & Consult including review of the Draft 2020-21 LCAP (Gabler)
	21	Superintendent review of school plans (EC 64001) to ensure that the specific actions included in the LCAP are consistent with strategies included in the school plans
	26	Public Notice re: 2020-21 LCAP and Budget (at least 14 days prior to hearing)
	26	Parent Advisory Committee Meeting including presentations of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received
	28	Tentative Budget Committee meeting
	28	DELAC meeting including presentation of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received
	28	Release Draft of LCAP for public review and comment and submit to KCOE for review
June	10	Board Meeting Public Hearings to solicit recommendations and comments of members of the public regarding 2020-21 LCAP and Budget
	24	Board Meeting – ADOPT 2020-21 LCAP and Budget
	25	Post LCAP on District's website
August	12 <i>(deadline dependent on budget signing)</i>	Adopt within 45 days after the Governor signs the budget, revisions to reflect changes in income or expenditures stemming from the State budget legislation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Receive for information the details of the Classified Employee Summer Assistance Program.

PURPOSE:

The Classified School Employee Summer Assistance Program (Program) is being continued for the 2019-20 State Budget to provide ONE-TIME wages to certain classified employees during the summer months following the 2020-21 school year. The state has budgeted \$36 million statewide to provide matching funds (up to 10% but prorated based on statewide participation) to employees that meet the following characteristics:

- Have been employed with the District for at least one year at the time the classified employee elects to participate (deadline March 1, 2020).
- Be employed by the District for fewer than 11 months per fiscal year.
- Annual pay received directly from the LEA that is not more than \$62,400 for an entire school year at the time of enrollment (excluding extra duty pay).

The timeline for the program is as follows:

- By January 1, 2020—The District needs to irrevocably notify classified employees whether the LEA plans to participate in the Program for the 2020-21 school year.
- By March 1, 2020—a classified employee shall notify the LEA, on a form provided by the California Department of Education (CDE), that he or she wishes to participate in the Program for the 2020-21 school year and indicate how much to withhold from his or her monthly paycheck (not more than 10%).
- By April 1, 2020—a participating LEA must notify the CDE that it has elected to participate in the Program, to specify the number of classified employees that have elected to participate, and to report the total estimated amount to be withheld from participating employee paychecks.

- By May 1, 2020—the CDE shall notify participating LEAs of the estimated amount of state match funding that a participating classified employee can expect to receive (if there is more interest than resources, the match may be less than \$1 for \$1).
- By June 1, 2020—LEAs shall notify participating classified employees the amount of estimated state match funds that a participating classified employee can expect to receive.
- July 1, 2020- June 30, 2021—LEAs withhold employee's pay as elected.
- July 31, 2021—LEAs request payment from CDE.
- Summer 2021—LEAs pay employees withheld wages and available state match.
- August 30, 2021—CDE apportions funds to LEAs.

Employees then have an opportunity to withdraw from the program or reduce their withholdings by notifying their employer no later than 30 days after the beginning of the school year.

FISCAL IMPACT:

The District would be responsible for the administration and any payroll taxes (9.51% for 19-20 but rates would be based on 21-22 rates) on the state matching funds based on employee participation.

RECOMMENDATIONS:

Receive the details of the Classified Employee Summer Assistance Program.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Receive for information monthly financial reports for the period of 07/01/2019-11/30/2019.

PURPOSE:

Attached are financial summaries for the District's funds for the period of 07/01/2019-11/30/2019.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

Page 1 of 13

12/2/2019 2:30:38PM

Fund: 0100 General Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$12,645,653.88	\$12,844,832.80		
REVENUES						
1) LCFF Sources	8010-8099	\$4,293,193.00	\$19,646,922.54	\$62,578,909.00	31.40	68.60
2) Federal Revenues	8100-8299	\$0.00	\$949,469.75	\$3,925,993.00	24.18	75.82
3) Other State Revenues	8300-8599	\$951,266.99	\$1,132,969.70	\$6,404,378.60	17.69	82.31
4) Other Local Revenues	8600-8799	\$157,794.49	\$741,450.92	\$2,915,890.00	25.43	74.57
5) Total, Revenues		\$5,402,254.48	\$22,470,812.91	\$75,825,170.60	29.64	70.36
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,770,635.08	\$11,154,797.12	\$30,771,755.00	36.25	63.75
2) Classified Salaries	2000-2999	\$1,082,993.54	\$4,765,244.80	\$12,132,522.00	39.28	60.72
3) Employee Benefits	3000-3999	\$1,508,229.15	\$5,885,594.28	\$19,417,978.00	30.31	69.69
4) Books and Supplies	4000-4999	\$181,875.98	\$1,035,953.51	\$3,715,347.24	27.88	72.12
5) Services, Oth Oper Exp	5000-5999	\$414,085.59	\$2,250,594.89	\$5,454,161.28	41.26	58.74
6) Capital Outlay	6000-6999	\$188,695.90	\$716,631.90	\$2,424,729.09	29.56	70.44
7) Other Outgo(excl. 7300`s)	7100-7499	\$71,701.00	\$468,498.00	\$1,547,955.00	30.27	69.73
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$157,000.00)	0.00	100.00
9) Total Expenditures		\$6,218,216.24	\$26,277,314.50	\$75,307,447.61	34.89	65.11
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$100,000.00	\$857,464.00	11.66	88.34
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	(\$100,000.00)	(\$857,464.00)	11.66	88.34
NET INCREASE (DECREASE) IN FUND BALANCE		(\$815,961.76)	(\$3,906,501.59)	(\$339,741.01)		
ENDING FUND BALANCE			\$8,739,152.29	\$12,505,091.79		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 0900 Charter Schools Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$200,875.92	\$1,697.00		
REVENUES						
3) Other State Revenues	8300-8599	\$0.00	\$3,036.44	\$0.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$2,536.31	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$5,572.75	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$5,572.75	\$0.00		
ENDING FUND BALANCE			\$206,448.67	\$1,697.00		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 1300 Cafeteria Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,652,016.26	\$1,652,016.26		
REVENUES						
2) Federal Revenues	8100-8299	\$639,504.77	\$652,092.21	\$3,462,604.00	18.83	81.17
3) Other State Revenues	8300-8599	\$47,686.30	\$47,541.87	\$236,668.00	20.09	79.91
4) Other Local Revenues	8600-8799	\$4,972.42	\$38,020.29	\$147,680.00	25.75	74.25
5) Total, Revenues		\$692,163.49	\$737,654.37	\$3,846,952.00	19.18	80.82
EXPENDITURES						
2) Classified Salaries	2000-2999	\$101,225.72	\$447,586.85	\$1,175,216.00	38.09	61.91
3) Employee Benefits	3000-3999	\$38,647.23	\$155,595.63	\$452,132.00	34.41	65.59
4) Books and Supplies	4000-4999	\$173,353.99	\$635,973.52	\$1,914,991.00	33.21	66.79
5) Services, Oth Oper Exp	5000-5999	\$2,115.34	\$811.69	(\$22,098.00)	(3.67)	103.67
6) Capital Outlay	6000-6999	\$0.00	\$89,780.18	\$235,000.00	38.20	61.80
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$157,000.00	0.00	100.00
9) Total Expenditures		\$315,342.28	\$1,329,747.87	\$3,912,241.00	33.99	66.01
NET INCREASE (DECREASE) IN FUND BALANCE		\$376,821.21	(\$592,093.50)	(\$65,289.00)		
ENDING FUND BALANCE			\$1,059,922.76	\$1,586,727.26		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 1400 Deferred Maintenance Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$16,440.74	\$16,440.74		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$1,404.46	\$4,000.00	35.11	64.89
5) Total, Revenues		\$0.00	\$301,404.46	\$304,000.00	99.15	0.85
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$32,669.58	\$320,440.74	10.20	89.80
9) Total Expenditures		\$0.00	\$32,669.58	\$320,440.74	10.20	89.80
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$268,734.88	(\$16,440.74)		
ENDING FUND BALANCE			\$285,175.62	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 1500 Pupil Transportation Equip

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$253,505.17	\$253,505.17		
REVENUES						
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$1,648,163.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$1,760.82	\$5,000.00	35.22	64.78
5) Total, Revenues		\$0.00	\$1,760.82	\$1,653,163.00	0.11	99.89
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$2,006,668.17	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$2,006,668.17	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$101,760.82	(\$253,505.17)		
ENDING FUND BALANCE			\$355,265.99	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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 12/2/2019 2:30:38PM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$5,508,018.03	\$5,508,018.03		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$27,874.69	\$95,000.00	29.34	70.66
5) Total, Revenues		\$0.00	\$27,874.69	\$95,000.00	29.34	70.66
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$757,464.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$757,464.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$27,874.69	\$852,464.00		
ENDING FUND BALANCE			\$5,535,892.72	\$6,360,482.03		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 2100 Building Fund-Local

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$49,829.57	\$49,829.57		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$312.42	\$6,000.00	5.21	94.79
5) Total, Revenues		\$0.00	\$312.42	\$6,000.00	5.21	94.79
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$14,163.00	\$55,829.57	25.37	74.63
4) Total, Other Financing Sources/Uses		\$0.00	(\$14,163.00)	(\$55,829.57)	25.37	74.63
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$0.00	(\$13,850.58)	(\$49,829.57)		
ENDING FUND BALANCE						
			\$35,978.99	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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Fund: 2110 Building Funds - Local 1

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$7,478,537.91	\$7,478,537.91		
REVENUES						
4) Other Local Revenues	8600-8799	\$1,635.59	\$40,687.50	\$150,000.00	27.13	72.88
5) Total, Revenues		\$1,635.59	\$40,687.50	\$150,000.00	27.13	72.88
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$6,114,321.31	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$6,114,321.31)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>\$1,635.59</u>	<u>\$40,687.50</u>	<u>(\$5,964,321.31)</u>		
ENDING FUND BALANCE						
			<u>\$7,519,225.41</u>	<u>\$1,514,216.60</u>		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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Fund: 2120 Building Funds - Local 2

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

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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Fund: 2500 CapitalFacilities Fund

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$614,871.58	\$614,871.58		
REVENUES						
4) Other Local Revenues	8600-8799	\$3,643.93	\$47,983.28	\$206,000.00	23.29	76.71
5) Total, Revenues		\$3,643.93	\$47,983.28	\$206,000.00	23.29	76.71
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$152,840.00	\$165,000.00	92.63	7.37
9) Total Expenditures		\$0.00	\$152,840.00	\$165,000.00	92.63	7.37
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$600,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$600,000.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>\$3,643.93</u>	<u>(\$104,856.72)</u>	<u>(\$559,000.00)</u>		
ENDING FUND BALANCE						
			<u>\$510,014.86</u>	<u>\$55,871.58</u>		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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Fund: 3500 SCHOOL FACILITY PROGRAM

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$418,075.43	\$418,075.43		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$2,692.83	\$10,000.00	26.93	73.07
5) Total, Revenues		\$0.00	\$2,692.83	\$10,000.00	26.93	73.07
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$452,129.99	\$1,303,786.03	\$8,791,134.78	14.83	85.17
9) Total Expenditures		\$452,129.99	\$1,303,786.03	\$8,791,134.78	14.83	85.17
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$900,000.00	\$1,572,878.59	\$8,367,821.60	18.80	81.20
4) Total, Other Financing Sources/Uses		\$900,000.00	\$1,572,878.59	\$8,367,821.60	18.80	81.20
NET INCREASE (DECREASE) IN FUND BALANCE		\$447,870.01	\$271,785.39	(\$413,313.18)		
ENDING FUND BALANCE			\$689,860.82	\$4,762.25		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

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Fund: 4000 Special Reserve - Capital Outlay

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,275,630.82	\$3,275,630.82		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$15,057.32	\$11,000.00	136.88	(36.88)
5) Total, Revenues		\$0.00	\$15,057.32	\$11,000.00	136.88	(36.88)
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$0.00	\$72,876.96	\$91,773.00	79.41	20.59
9) Total Expenditures		\$0.00	\$72,876.96	\$91,773.00	79.41	20.59
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$900,000.00	\$1,558,715.59	\$1,597,670.72	97.56	2.44
4) Total, Other Financing Sources/Uses		(\$900,000.00)	(\$1,558,715.59)	(\$1,597,670.72)	97.56	2.44
NET INCREASE (DECREASE) IN FUND BALANCE		(\$900,000.00)	(\$1,616,535.23)	(\$1,678,443.72)		
ENDING FUND BALANCE			\$1,659,095.59	\$1,597,187.10		

13 Hanford Elementary School District
 Fiscal Year: 2020
 Requested by dendo

Fiscal Position Report

November 2019

12/2/2019 2:30:38PM

Fund: 6720 Self-Insurance/Other

		November Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$476,891.50	\$476,891.50		
REVENUES						
4) Other Local Revenues	8600-8799	\$3,150.30	\$157,736.53	\$720,000.00	21.91	78.09
5) Total, Revenues		\$3,150.30	\$157,736.53	\$720,000.00	21.91	78.09
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$50,331.40	\$280,150.98	\$711,500.00	39.37	60.63
9) Total Expenditures		\$50,331.40	\$280,150.98	\$711,500.00	39.37	60.63
NET INCREASE (DECREASE) IN FUND BALANCE		(\$47,181.10)	(\$122,414.45)	\$8,500.00		
ENDING FUND BALANCE			\$354,477.05	\$485,391.50		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: November 6, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: December 18, 2019

ITEM: Review recommended revisions to Administrative Regulation 4156.4 – Use of District or Personal Automobiles

PURPOSE: Revision of the current policy to include the READY Program Supervisor's ability to transport when necessary.

FISCAL IMPACT: None

RECOMMENDATIONS:

Hanford ESD

Administrative Regulation

Use Of District Or Personal Automobiles

AR 4156.4

Personnel

1. Legal Operation of Vehicles

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

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

d. Passenger Restraint Systems

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

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

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

3. Transportation of Students

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

- a. Personnel licensed and authorized to operate a district school bus
- b. Superintendent
- c. Assistant Superintendent
- d. Director
- e. Principal
- f. Vice Principal
- g. Learning Director
- h. School Nurse
- i. School Operations Officer
- j. Student Specialist
- k. School Psychologists
- l. School Counselor
- m. Parent Liaison Specialist
- n. School Social Worker

o. **READY Program Supervisor**

4. Unauthorized transportation of students or the operation of a district vehicle or personal automobile in violation of law and this administrative regulation is subject to disciplinary action up to, and including, termination, and may subject the employee to criminal and civil penalties.

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	November 7, 2001	Hanford, California
revised:	October 1, 2003	
revised:	March 29, 2006	
revised:	April 16, 2008	
revised:	April 24, 2012	
revised:	August 27, 2014	

revised: October 10, 2018
revised: December 11, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lucy Gomez

DATE: December 6, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: December 18, 2019

ITEM: Receive the following revised Board Policy and Administrative Regulation for information:
 BP/AR 6175 -Migrant Education Program

PURPOSE: Policy updated to include priorities for migrant education services, as amended by the federal Every Student Succeeds Act, and provision of services to private school students, formerly in AR. Policy also adds language encouraging the superintendent to annually report to the board regarding the performance of migrant students. Regulation updated to add definition of "migrant student" and add new section on "Summer School" reflecting requirement for any district receiving federal migrant education funding to conduct summer school programs for eligible migrant students.

FISCAL IMPACT: None

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

Hanford ESD

Board Policy

Migrant Education Program

BP 6175

Instruction

The Board of Trustees desires to provide a comprehensive program for migrant students that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The Board of Trustees recognizes that the children of migratory workers move frequently and may attend school irregularly. For this reason, communication between staff and the parents/guardians of these children is especially important. The Board encourages parents/guardians and staff to make every effort to support and assist each other so as to ensure that migrant children maintain sufficient progress.

The district shall make use of available funds to provide supplementary services for migrant students. ~~These services shall be coordinated with other existing district resources such as health screening, compensatory education programs, and programs for English language learners.~~

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

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible migrant students and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

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

(cf. 5141.6 - School-Based Health and Social Services)

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

~~The Superintendent or designee shall plan for late enrollments of migrant students and shall ensure that all migrant students are correctly identified and placed. Insofar as possible, he/she~~

~~shall acquire records from students' previous school districts and shall consult these records when identifying the students' comprehensive needs and preparing their individual learning plans. Teachers are encouraged to consult with these students' past teachers as part of their effort to provide continuity in education.~~

~~The Superintendent or designee shall ensure that migrant students' records are updated in a timely manner. When students transfer to another district, their records shall be provided to that district in order to assist the district in identifying students' educational and other needs.~~

~~(cf. =~~

The district shall give first priority for services to migrant students who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

(cf. 6011 - Academic Standards)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

~~5125—Student Records)~~

~~The Superintendent or designee shall provide supplementary staff development activities which improve skills that meet the needs of migrant students.~~

The Superintendent or designee shall ensure that each migrant student is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall ~~may~~ annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. ~~As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.~~

~~(cf. 4131—Staff Development)~~

~~The Superintendent or designee shall ~~0500 - Accountability~~ convene a district parent/guardian advisory council to actively involve parents/guardians in planning, operating and evaluating the migrant children program. Advisory council members shall receive training to help them to carry out their responsibilities. (Education Code 54444.2)~~

~~(cf. 6162.51 - State Academic Achievement Tests 1220—Citizen Advisory Committees)~~

~~(cf. =~~

~~1312.3 – Uniform Complaint Procedures)~~

Legal Reference:

EDUCATION CODE

200 Educational equity

220 Prohibition against discrimination

234.7 Student protections relating to immigration and citizenship status

51225.1 Exemption from district graduation requirements

51225.3 High school graduation, course requirements

54440-54445 Migrant education program~~children~~

CODE OF REGULATIONS, TITLE 5

3080 Application of uniform complaint procedures

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

6311 Title I state plan

6381-6381k Even Start family literacy program

6391-6399 Education of migrant students~~migratory children~~

7881 Services for private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.~~8140~~-200.~~8945~~ Migrant education program

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Migrant Education Program

AR 6175
Instruction

Eligibility

Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers shall be ~~those migrant students who, in the preceding 36 months, have moved into within the past three years. In providing these services, the district shall give first priority to migrant students aged 3 through 21 who are failing, or most at risk of failing, to economic necessity meet state content and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment student performance standards, and have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; whose education has been interrupted during the regular school year. (20 USC 6394, 34 CFR 200.8140)~~

A student who ceases to be a migrant student during a school ~~term~~semester shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)semester.

Student Records

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. However, the district shall not collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.

(cf. 5125 - Student Records)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall acquire education and health records from migrant students' previous school districts, as appropriate.

When a migrant student transfers to another district, the student's records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

Program Components

The migrant education program shall include all of the following components~~provide~~:
(Education Code 54443.1)

~~11. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment.~~

2. A general needs assessment summarizing the needs of the population to be served:

23. A comprehensive program to meet the educational, health, and related needs of participating students which ~~meets student needs and~~ supplements the district ~~provided core curriculum.~~ This program and includes, but is not limited to~~shall provide~~:

a. Instructional services, including academic, remedial~~Academic instruction~~

~~b. Remedial and compensatory instruction~~

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

, bilingual-crosscultural~~e. Bilingual assistance and career technical~~~~multicultural~~ instruction

~~(cf. 6141.6 - Multicultural Education)~~

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

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

~~(cf. 6178 - Career Technical Education)~~

b. Counseling and career education services

(cf. 6164.2 - Guidance/Counseling Services)

~~c.e~~ Preschool services in accordance with Education Code 54443~~(after school-aged services have been provided)~~

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

~~df.~~ Other educational services that are not otherwise available in sufficient quantity or quality to eligible migrant students

e. The acquisition of instructional

~~g. Instructional~~ materials and equipment necessary to adequately provide the for appropriate services

~~fh.~~ Other related services to meet the special needs of eligible ~~needed to enable~~ migrant students to enable them to participate effectively in instructional services

g. The coordination and teaming of existing resources serving migrant students, such as bilingual-crosscultural education, health screening, and compensatory education

(cf. 5141.6 - School Health Services)

(cf. 5147 - Dropout Prevention)

(cf. 6171 - Title I Programs)

3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student

4. A brief individual learning plan listing the services to be provided to each student, ~~which-~~ This plan shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and ~~when each time~~ the student moves to a new district.—

5. Staffing and staff development plans and practices to meet the needs of students and implement the program

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

The migrant education program shall provide for the same opportunities for parent/guardian involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)

7. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Contingent upon funding, the district shall provide home-based and/or school-based family literacy services to migrant families to enhance literacy levels, parenting skills, and English language skills of parents/guardians.

Summer School

The district shall conduct summer school program(s) for eligible migrant students. The summer school program shall respond to the individual needs of participating students and shall build on

and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)

Teachers in the summer school program shall have cultural training or background and understanding of the special needs of migrant students and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)

The program shall comply with the following requirements for instructional time: (Education Code 54444.3)

1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days
2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days
3. For grades 7-12, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days

When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)

Applicability of Graduation Requirements

(cf. 6146.1 - High School Graduation Requirements)

However, when a migrant student who has completed the second year of high school transfers into the district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the transfer, the Superintendent or designee shall notify the student and the student's parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a migrant student. (Education Code 51225.1)

(cf. 5145.6 - Parental Notifications)

To determine whether a migrant student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the

length of school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any migrant student who is granted an exemption and the student's parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a migrant student to transfer schools in order to qualify for an exemption, and no request for a transfer solely to qualify for an exemption shall be made by a migrant student or parent/guardian. (Education Code 51225.1)

If a migrant student is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a migrant student if the student is still enrolled in school or transfers to another school or district. (Education Code 51225.1)

Upon making a finding that a migrant student is reasonably able to complete district graduation requirements within a fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and parent/guardian of the student's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution
2. Provide information to the student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the student or parent/guardian, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Parent Advisory Council

The parent advisory council shall be comprised of members who are knowledgeable of the needs of migrant students and shall be elected by the All parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at ~~shall be invited to~~ a general meeting ~~to which all parents/guardians of participating students shall be invited.~~ The parents/guardians shall ~~be~~ and informed, in a language they understand, that they have the sole authority to decide on the ~~advisory council's~~ composition of the council. (Education Code 54444.2)

—At least two-thirds of the advisory council shall consist of ~~migrant~~ parents/guardians of migrant students. (Education Code 54444.2)

All parent/guardian candidates for the council shall be ~~nominated~~ deleted by parents/guardians.

Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians~~their peers~~. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

1. Establish program goals, objectives, and priorities
2. Review annual needs ~~assessments and year-end assessment~~, program activities for each school, and individual learning plans
3. Advise on the selection, development, and reassignment of migrant education program staff
4. Participate actively in planning and negotiating program applications and service agreements—
5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

Notification and Complaints

Information regarding the educational rights of migrant students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of migrant students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Regulation approved: HANFORD ELEMENTARY SCHOOL DISTRICT
May 16, 2001 Hanford, California

revised: November 3, 2003

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *Gm*

DATE: December 05, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM:

Consider award for the Washington Modernization project.

PURPOSE:

Bids will be accepted until 3:00 p.m. on Wednesday, December 11, 2019. All eligible bids received will be opened, tabulated and will be presented to the Board.

FISCAL IMPACT:

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

RECOMMENDATION:

Award bid as presented for the Washington Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: November 20, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM:

Consider approval for inspection services agreement with TWB Inspections to oversee the Washington Elementary Modernization project.

PURPOSE:

The District is interested in having an inspector to oversee the construction of the Washington Elementary Modernization project. TWB Inspections is certified by the Division of the State Architect and has worked with the District in the past.

FISCAL IMPACT:

Inspection services are not to exceed \$36,000 for this project.

RECOMMENDATION:

Approve inspection services contract with TWB Inspections to oversee the Washington Elementary Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: December 05, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM:

Consider approval to solicit bids for the Lincoln Elementary Modernization project.

PURPOSE:

The District would like to solicit bids for the Lincoln Elementary Modernization project. Once a bid is awarded, we expect to start the project in February 2020. The entire project will be required to be completed by August 2020.

FISCAL IMPACT:

The total estimated cost for labor and materials on this project is \$3,120,372.

RECOMMENDATION:

Authorize the solicitation of bids for the Lincoln Elementary Modernization project.

Hanford Elementary School District | LINCOLN ELEM SCHOOL

CAMPUS MODERNIZATION

PROJECT FUNDING	%	Budget	Committed	Expended	Remaining
General Fund		\$ 3,750,000	\$ -	\$ -	\$ -
State Funding		-	-	-	-
Local Bond		-	-	-	-
Misc. Funding		-	-	-	-
FUNDING SUB-TOTAL	0.00%	\$ 3,750,000	\$ -	\$ -	\$ -

PROJECT EXPENDITURES	%	Budget	Committed	Expended	Remaining
SITE COSTS					
Acquisition Costs 21 acres	0.0%	\$ -	\$ -	\$ -	\$ -
Escrow/Title/Legal Fees	0.0%	\$ -	\$ -	\$ -	\$ -
Property Studies	0.0%	\$ -	\$ -	\$ -	\$ -
Special Studies (Topo)	0.4%	\$ 15,000	\$ -	\$ -	\$ -
Geotechnical Report	0.0%	\$ -	\$ -	\$ -	\$ -
Environmental Clean-up/Disposal	0.0%	\$ -	\$ -	\$ -	\$ -
Misc.	0.1%	\$ 3,000	\$ -	\$ -	\$ -
DISTRICT & AGENCY COSTS					
DSA Plan Check	1.3%	\$ 52,000	\$ -	\$ -	\$ -
CDE Plan Check	0.0%	\$ 1,000	\$ -	\$ -	\$ -
Division Toxic Substance Control	0.0%	\$ -	\$ -	\$ -	\$ -
Legal	0.0%	\$ -	\$ -	\$ -	\$ -
County/City/Utility Fees	0.0%	\$ -	\$ -	\$ -	\$ -
Misc.	0.1%	\$ 3,000	\$ -	\$ -	\$ -
CONSULTANT FEES					
Programming and Planning	0.0%	\$ -			
Architect/Engineer					
11.0% A&E Fee Modernization	8.5%	\$ 343,241	\$ -	\$ -	\$ -
Master Planning/Programming	0.0%	\$ -	\$ -	\$ -	\$ -
CHPS/HPI Grant Services	0.0%	\$ -	\$ -	\$ -	\$ -
Computer 3D Rendering	0.0%	\$ -	\$ -	\$ -	\$ -
Hazardous Material Consultant (Design)	0.2%	\$ 10,000	\$ -		\$ -
Project Construction Management	0.0%	\$ -	\$ -		\$ -
CONSTRUCTION SUPPORT COSTS					
Bidding					
Printing & Distribution	0.1%	\$ 4,000	\$ -		\$ -
Advertisement & Notices	0.0%	\$ 800	\$ -		\$ -
Project Construction Management					
0.0% CM Firm	0.0%	\$ 3,120,372	\$ -	\$ -	\$ -
0.0% CM G.C. % of Total	0.0%	\$ 3,120,372	\$ -	\$ -	\$ -
Const. Testing & Inspection					
DSA Inspector (\$10000/mo)	1.9%	\$ 75,000	\$ -	\$ -	\$ -
Testing (BSK)	0.7%	\$ 30,000	\$ -	\$ -	\$ -
In-Plant Inspector	0.0%	\$ -	\$ -	\$ -	\$ -
Misc.	0.0%	\$ -	\$ -	\$ -	\$ -

Hanford Elementary School District | LINCOLN ELEM SCHOOL

CAMPUS MODERNIZATION

PROJECT EXPENDITURES <i>continued</i>	%	Budget	Committed	Expended	Remaining
CONSTRUCTION COSTS					
Building & Site Construction	0.0%	\$ -	\$ -	\$ -	\$ -
Modernization	77.6%	\$ 3,120,372	\$ -	\$ -	\$ -
FURNITURE & EQUIPMENT					
FF&E	1.5%	\$ 60,000	\$ -	\$ -	\$ -
Telephone/Data/LAN	0.0%	\$ -	\$ -	\$ -	\$ -
Misc.	0.1%	\$ 3,000	\$ -	\$ -	\$ -
MISC. PROJECT COSTS					
Interim Housing	0.0%	\$ -			
Moving and Storage	0.0%	\$ -			
Commissioning	0.0%	\$ -			
M&O Costs	0.0%	\$ -			
Waste Disposal	0.0%	\$ -			
Misc.	0.0%	\$ -			
CONTINGENCIES					
Construction Contingency	6.2%	\$ 250,000	\$ -	\$ -	\$ -
Project Contingency	1.2%	\$ 50,000	\$ -	\$ -	\$ -
Owner Contingency	0.0%	\$ -	\$ -	\$ -	\$ -
EXPENDITURES SUB-TOTAL	100%	\$ 4,020,413	\$ -	\$ -	\$ -
BALANCE REMAINING		\$ (270,413)	\$ -	\$ -	\$ -

Hanford Elementary School District | **LINCOLN ELEM SCHOOL****CAMPUS MODERNIZATION**

	Budget	Estimate	
Campus Modernization	\$0.00		
SITE WORK		\$118,750.31	
CLASSROOM BLDGS. 10's, 20's, 30's, & 40's		\$1,742,242.50	
CLASSROOM BLDGS. 10's, 20's, 30's, & 40's Windows		\$612,945.00	
RESTROOMS 10's, 20's, 30's, & 40's		\$350,559.22	
PLAZA		\$295,875.00	
	Budget	Estimate	Difference
TOTALS:	\$0	\$3,120,372	\$3,120,372
			OVER BUDGET

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: December 2, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM:

Consider approval of Architectural Services Agreement with Mangini Associates, Inc. – for the New Parking Lot at Monroe Elementary School.

PURPOSE:

Mangini Associates, Inc. to provide the District with architectural services (advertisement publication, bid process, specification, closeout, etc.) for the New Parking Lot at Monroe Elementary School.

FISCAL IMPACT:


Unknown at this time, pending design parameters.

RECOMMENDATION:

Approve Architectural Services Agreement with Mangini Associates, Inc. - for the New Parking Lot at Monroe Elementary School.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jaime Martinez 
DATE: December 9, 2019
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 18, 2019**

ITEM: Consider adoption of Resolution No. 15-20, Reduction in Classified Services for the 2019-20 school year.

PURPOSE: To authorize reduction of certain services provided by Classified employees effective with the 2019-20 school year due to lack of funds or lack of work, as authorized by Education Code Sections 45114, 45298, and 45308.

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Adopt Resolution Number 15-20.

BEFORE THE TRUSTEES
OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT
KINGS COUNTY, CALIFORNIA

In the Matter of Reduction of)
Classified Services for the)
2019-2020 School Year) RESOLUTION # 15-20

Due to lack of funds or lack of work, the Board finds that it is in the best interest of this school district that the following services now being provided by the Classified Service be reduced or discontinued effective with the 2019-2020 school year:

Positions Eliminated:

Educational Tutor (K-6)	9 positions	3.5 hours	Lack of work
Bilingual Aide	1 position	4.0 hours	Lack of work

The Superintendent or Designee is hereby authorized and directed to implement this Resolution and provide notice to affected employees not later than sixty (60) days prior to the effective date of layoff or reduction in work hours or work-days.

This Resolution was duly adopted at the regular meeting of the Governing Board of the Hanford Elementary School District on the 18th day of December 2019 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: November 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

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

PURPOSE:**BP/AR 1312.3 - Uniform Complaint Procedures**

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAWS** authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (**AB 2289**), the development and adoption of an LCFF budget overview for parents/guardians (**AB 1808**), the development of a school plan for student achievement (**AB 716**), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (**AB 2121**). Policy also updates section on "Non-UCP Complaints" to reflect **NEW LAW (AB 1808)** which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve BP/AR 1312.3

Hanford ESD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to ~~the~~ UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal ~~laws~~^{law} or regulations governing ~~any program subject to the UCP which is offered by the district, including-~~ ~~adult education programs;~~ After School Education and Safety programs; ~~agricultural career technical education;~~ ~~American Indian education centers and early childhood education program assessments;~~ bilingual education; ~~California Peer Assistance;~~ ~~peer assistance~~ and ~~Review~~^{review} programs for teachers; ~~state career technical and technical education, career technical, and technical training programs;~~ ~~federal career technical education;~~ ~~child care and development programs;~~ ;-child nutrition programs; compensatory education; consolidated categorical aid programs; ~~Economic Impact Aid;~~ ~~the federal Every Student Succeeds Act;~~ ~~English learner programs;~~ ~~federal education programs in Title I-VII;~~ migrant education; ~~Regional Occupational Centers and Programs;~~ school safety plans; special education programs; ~~California, State-Preschool Programs;~~ Tobacco-Use Prevention Education programs; and any other district-implemented ~~state categorical program that is not funded through the local control funding formula pursuant to program which is listed in~~ Education Code 64000

- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5131.62 - Tobacco)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 5148.3 - Preschool/Early Childhood Education)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)
 (cf. 6178.2 - Regional Occupational Center/Program)
 (cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) ~~against any student, employee, or other person participating~~ in district programs and activities, including ~~in, but not limited to~~, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's~~his/her~~ association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

54. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
 (cf. 3320 - Claims and Actions Against the District)

65. Any complaint alleging district noncompliance with ~~applicable legal~~ requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

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6. Any complaint, by or on behalf of ~~any~~ student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any ~~legal~~ requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, ~~or~~ district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

~~97. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth student as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, or a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)~~

(cf. 6173 - Education for Homeless Children)

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

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

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

118. Any complaint alleging district noncompliance with the requirements of Education Code

51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

129. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

1340. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

1444. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if ~~he/she is~~ different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to ~~the~~ UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and ~~related~~ requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain a record~~records~~ of each complaint~~all UCP complaints~~ and subsequent related actions, including steps taken during the investigation and all information required for compliance~~investigations of those complaints in accordance with 5 CCR 4631~~ applicable law and 4633~~district policy~~.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, ~~the County~~ Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, ~~or~~ teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

~~222—Reasonable accommodations; lactating students~~

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-~~49014~~~~49013~~ Student fees49060-49079 Student records, especially:49069.5 ~~Records~~Rights of foster youth~~parents~~

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, ~~and~~military-connected students, migrant students, and newly arrived immigrant students; course

credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52462 Career technical education

52500-52616.24 Adult schools

54000-54029 Economic Impact Aid

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56865 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process; school plan for student achievement65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions1596.7925 California Child Day Care Act; health and safety regulations

104420 Tobacco-Use Prevention Education

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities~~3080—Application of section~~4600-~~4670~~4687 Uniform complaint procedures~~4680-4687~~ Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged~~basic programs~~

6801-7014 Title III language instruction for limited English proficient and immigrant students

~~7101-7184 Safe and Drug Free Schools and Communities Act~~~~7201-7283g Title V promoting informed parental choice and innovative programs~~~~7301-7372 Title V rural and low income school programs~~~~12101-12213 Title II equal opportunity for individuals with disabilities~~

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014~~August 2013~~

Dear Colleague Letter: ~~-~~Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance:~~-~~ Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: [https://www2-~~http://familypolicy~~.ed.gov/policy/gen/guid/fpc](https://www2-http://familypolicy.ed.gov/policy/gen/guid/fpc)

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: April 5, 2006

revised: January 23, 2013

revised: October 23, 2013

revised: March 25, 2015

revised: March 9, 2016

revised: June 22, 2016

revised: May 22, 2019

revised: December 18, 2019

Hanford ESD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3

Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as ~~the employee(s)~~ responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment ~~as the responsible employee to handle~~ for handling complaints regarding ~~sex~~ unlawful discrimination ~~(such as discriminatory harassment, intimidation, or bullying)~~. The ~~individual~~ compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)

Superintendent
 P.O. Box 1067
 Hanford, CA 93230
 (559) 585-3600

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which ~~he/she the compliance officer~~ has a bias or conflict of interest that would prohibit ~~him/her from fairly investigating the fair investigation~~ or resolving resolution of the complaint. Any complaint against ~~or implicating~~ a compliance officer mayor that raises a concern about the compliance officer's

ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include ~~cover~~ current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged ~~alleging~~ unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement if possible, one or more interim measures. The interim measures may ~~shall~~ remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the ~~of district students,~~ district advisory committee members, school advisory ~~committees~~ committee members, appropriate private school officials or representatives, and other interested parties. ~~(Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; (5 CCR 4622)~~

(cf. 0420 - School Plans/Site Councils)

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

(cf. 1220 - Citizen Advisory Committees)

~~(cf. 3260 - Fees and Charges)~~

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

(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

~~(cf. 6173 - Education for Homeless Children)~~

~~(cf. 6173.1 - Education for Foster Youth)~~

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

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

(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

The annual notification ~~and~~ complete contact information of the compliance officer(s) ~~may be~~, and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and, ~~if available~~, may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

~~(cf. 1113 - District and School Web Sites)~~

~~(cf. 1114 - District-Sponsored Social Media)~~

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. ~~Identify the person(s), position(s), or unit(s) responsible for receiving complaints~~

2. ~~Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable~~

3. ~~Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).~~

4. ~~Include statements that:~~

a. ~~The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.~~

b. ~~—The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.~~

c. ~~—A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.~~

d. ~~—A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.~~

e. ~~—The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.~~

f. ~~—A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.~~

g. ~~—A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:~~

(1) ~~—Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed~~

(2) ~~—Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency~~

(3) ~~—If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1~~

h. ~~—The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.~~

i. ~~—The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.~~

j. ~~Copies of the district's UCP are available free of charge.~~

~~District Responsibilities~~

~~All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)~~

~~The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.~~

~~All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)~~

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A ~~written~~ complaint alleging district violation of applicable state or federal law or regulations governing adult education~~the programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP")~~ may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against ~~requiring students to pay~~ student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school ~~or with the Superintendent or designee~~. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by ~~a person~~persons who ~~alleges~~allege that ~~he/she/they~~have personally suffered ~~the~~ unlawful discrimination or ~~by a person~~ who ~~believes~~believe that an individual or any specific class of individuals has been subjected to ~~it~~unlawful discrimination. The complaint shall be initiated no later than six months from the date ~~when~~that the alleged unlawful discrimination occurred, or six months from the date ~~when~~that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant ~~or alleged victim~~ of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) ~~or the alleged victim, when not the complainant~~, requests confidentiality, the compliance officer shall inform ~~him/her/the complainant or victim~~ that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

~~6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)~~

Mediation

~~Within three business days after receiving the complaint, the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.~~

~~If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her an investigation of the complaint.~~

~~The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.~~

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or ~~his/her~~the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or ~~his/her~~ representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. ~~He/she~~The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. -Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a

remedy in favor of the complainant. (5 CCR 4631)

Unless extended by written agreement with the complainant, the compliance officer shall apply a "preponderance prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the evidence" standard in determining the veracity district's receipt of the factual allegations in a complaint. (5 CCR 4631)

This standard is met if the allegation is more likely to be true than not. For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be true than not informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

Report of Findings

OPTION 2:

~~Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she the complainant may, within five business days, file his/her the complaint in writing with the Board.~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~(cf. 9321—Closed Session Purposes and Agendas)~~

~~(cf. 9321.1—Closed Session Actions and Reports)~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.—(5 CCR 4631)~~

For any Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

~~In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected.~~

~~If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.~~

~~complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.~~

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. HowThe manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct

- c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

———For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the ~~individual found to have engaged in the conduct that relate directly to the subject of the complaint~~ respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to ~~the~~ CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. ~~He/she~~The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with ~~the~~ CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

If we find merit in a complaint regarding Reasonable Accommodations to a Lactating Pupil; Course Periods without Educational Content (grades nine through twelve); and/or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district, and pupils in military families, the public school or LEA shall provide a remedy to the affected pupil.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate ~~corrective actions~~remedies that ~~focus on~~may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

~~9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint~~

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or ~~eo-curricular~~cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

[\(cf. 4118 - Dismissal/Suspension/Disciplinary Action\)](#)

[\(cf. 4218 - Dismissal/Suspension/Disciplinary Action\)](#)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

[When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.](#)

[However, if](#) a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision [on a complaint regarding any specified federal or state educational program subject to UCP](#) may file an appeal in writing with ~~the~~ CDE within 15 calendar days of receiving the district's decision. (~~Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; (5 CCR 4632)~~)

The complainant shall specify the basis for the appeal of the decision and ~~whether~~[how](#) the facts [of the district's decision](#) are incorrect and/or the law has been misapplied. The appeal shall be ~~accompanied by~~[sent to CDE with](#) a copy of the [original](#) locally filed complaint and a copy of the district's decision-[in that complaint](#). (5 CCR 4632)

[When a respondent in any complaint alleging unlawful discrimination \(such as discriminatory harassment, intimidation, and bullying\) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.](#)

Upon notification by ~~the~~ CDE that the ~~complainant~~[district's decision](#) has ~~been~~ appealed-~~the district's decision~~, the Superintendent or designee shall forward the following documents to ~~the~~ CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's ~~uniform complaint procedures~~[UCP](#)
7. Other relevant information requested by ~~the~~ CDE

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: March 16, 1998 Hanford, California

revised: May 16, 2001

revised: April 5, 2006

revised: January 23, 2013

revised: October 23, 2013

revised: March 25, 2015

revised: March 9, 2016

revised: June 22, 2016

~~revised:~~ December 18, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: November 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM: AR/E 1312.4 - Williams Uniform Complaint Procedures**PURPOSE:**

(AR, E(1), and E(2) revised; E(3) and E(4) added)

Regulation updated to reflect **NEW LAW (AB 1808)** which authorizes the use of Williams UCP to resolve allegations of health and safety violations in license-exempt California State Preschool Programs. Regulation also adds optional paragraph authorizing the use of Williams UCP for complaints alleging that a school that serves grades 6-12 and meets a 40 percent student poverty threshold fails to comply with the requirements to stock at least 50 percent of the school's restrooms with feminine hygiene products and to not charge students for such products. Exhibit 1 revised to add the applicable complaint procedure for the types of complaints listed in the notice. Exhibit 2 expands the applicability of the complaint form to include complaints alleging the failure to provide feminine hygiene products. New Exhibits 3 and 4 provide a sample notice and complaint form for complaints regarding health and safety in license-exempt preschool programs pursuant to AB 1808.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve E 5145.6

Hanford ESD

Administrative Regulation

Williams Uniform Complaint Procedures

AR 1312.4

Community Relations

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: ~~(Education Code 35186; 5 CCR 4680-4683)~~

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not

been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in

the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

4. ~~Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)~~

a. ~~The preschool does not have outdoor shade that is safe and in good repair.~~

b. ~~Drinking water is not accessible and/or readily available throughout the day.~~

c. ~~The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.~~

d. ~~Restroom facilities are not available only for preschoolers and kindergartners.~~

e. ~~The preschool program does not provide visual supervision of children at all times.~~

f. ~~Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.~~

g. ~~Playground equipment is not safe, in good repair, or age appropriate.~~

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-8 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. ~~The principal or designee shall forward a~~ complaint about problems beyond ~~his/her~~ the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within ~~his/her~~ their authority. ~~He/she~~ (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

~~Complaints may be filed anonymously.~~ If the complainant has indicated on the complaint form ~~that he/she would like a~~ desire to receive a response to the complaint, the principal ~~or~~ /preschool administrator or Superintendent's designee shall report the resolution of the complaint to ~~him/her~~ the complainant within 45 working days of the initial filing of the complaint. ~~At the same time,~~ If the principal or designee shall /preschool administrator makes this report, the ~~same~~ information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

If a complainant is not satisfied with the resolution of a complaint, ~~he/she~~ the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a or #4 in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. ~~The~~ complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code [8235.5](#), 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code [8235.5](#), 35186; 5 CCR 4686)

~~Forms and Notices~~

~~The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)~~

~~The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)~~

~~The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)~~

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

8235-8239.1 California State Preschool Programs, especially:

8235.5 California State Preschool Program, complaints regarding health and safety issues

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

~~35292.5~~ 35292.6 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures
 4680-4687 _Williams uniform complaint procedures

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: February 9, 2005 Hanford, California

revised: June 13, 2007

revised: September 5, 2007

revised: May 7, 2008

revised: June 22, 2016

revised: December 18, 2019

Hanford ESD

Exhibit

Williams Uniform Complaint Procedures

E 1312.4

Community Relations

Exhibit 1

Note: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. -There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. -The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

***Note: Education Code 35186 requires that the notice inform parents/guardians of the

location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.***

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. 4.—A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. —You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit 2 1312.4

COMPLAINT FORM:—WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

K-12 COMPLAINT FORM: **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. —Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____ Yes _____ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

☐ A student does not have access to textbooks or instructional materials to use at home or after school. -This does not require two sets of textbooks or instructional materials for each student.

☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

☐ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

___ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

___ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

Note: The following optional item is for districts that choose to use the William uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with feminine hygiene products pursuant to Education Code 35292.6; see the accompanying administrative regulation.

For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

___ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. –You may attach additional pages and include as much text as necessary to fully describe the situation. –For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

Hanford Elementary School District
Superintendent's Office

714 N. White Street
Hanford, CA 93230

Please provide a signature below. – If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

HANFORD ELEMENTARY SCHOOL DISTRICT

version: June 22, 2016 Hanford, California

version: February 9, 2005 Hanford, California

revised: April 5, 2006

revised: January 23, 2007

revised: May 7, 2008

revised: June 22, 2016

revised: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: November 15, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM: E 5145.6 - Parental Notifications**PURPOSE:****E 5145.6 - Parental Notifications**

(E revised)

Exhibit reflects **NEW LAWS** requiring parental notice of the rights of pregnant and parenting students (**AB 2289**), mental health services available in the school and community (**AB 2022**), risks and effects of lead exposure when child enrolls in a licensed child care center or preschool (**AB 2370**), and specified educational rights of migrant students and newly arrived immigrant students in grades 11-12 (**AB 2121**). Exhibit also deletes two items related to Open Enrollment Act transfers since schools are not currently being identified as low achieving under this program. Section V updated to add legal cite pursuant to **NEW LAW (AB 1808)** which requires classroom notice on Williams UCP to include health and safety issues in license-exempt California State Preschool Programs.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve E 5145.6

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice: Government Code 17581.5 releases 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 (SB 8402017-(AB-97, Ch. 2914, Statutes of 20182017) extends the suspension of these requirements through the 2018-192017-18 fiscal year.- As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 234.7
 Board Policy/Administrative Regulation #: See BP 0410
 Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 310
 Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
 Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
 Board Policy/Administrative Regulation #: See AR 3514.2
 Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
 Education or Other Legal Code: Education Code 35256, 35258
 Board Policy/Administrative Regulation #: See BP 0510
 Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980
 Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1
 Subject: District and site discipline rules

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 44050
 Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21
 Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 46010.1
 Board Policy/Administrative Regulation #: See AR 5113
 Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
 Education or Other Legal Code: Education Code 48929, 48980
 Board Policy/Administrative Regulation #: See BP 5116.2
 Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980
 Board Policy/Administrative Regulation #: See BP 6111
 Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917
 Board Policy/Administrative Regulation #: See AR 5145.7
 Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 32255-32255.6
 Board Policy/Administrative Regulation #: See AR 5145.8
 Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361
 Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117
 Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence
 Education or Other Legal Code: Education Code 48980, 46014
 Board Policy/Administrative Regulation #: See AR 5113
 Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 48205
 Board Policy/Administrative Regulation #: See AR 5113, See BP 6154
 Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
 Board Policy/Administrative Regulation #: See AR 6183
 Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49403
 Board Policy/Administrative Regulation #: See BP 5141.31
 Subject: School immunization program

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49423, 49480
 Board Policy/Administrative Regulation #: See AR 5141.21
 Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49471, 49472
 Board Policy/Administrative Regulation #: See BP 5143
 Subject: Availability of insurance

When to Notify: Annually
 Education or Other Legal Code: 49013; 5 CCR 4622
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Student records: inspect and review, access, types, location, persons responsible,

location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code [49428](#)

[Board Policy/Administrative Regulation #: See None](#)

[Subject: How to access mental health services at school and/or in community](#)

[When to Notify: Beginning of each school year](#)

[Education or Other Legal Code: Education Code](#) 49520, 48980; 42 USC 1758; 7 CFR 245.5

Board Policy/Administrative Regulation #: See AR 3553

Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
 Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
 Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222
 Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
 Education or Other Legal Code: 34 CFR 104.8, 106.9
 Board Policy/Administrative Regulation #: See BP 0410, See BP 6178
 Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
 Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
 Board Policy/Administrative Regulation #: See AR 3514
 Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
 Education or Other Legal Code: USDA SP-23-2017
 Board Policy/Administrative Regulation #: See AR 3551
 Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
 Education or Other Legal Code: Education Code 221.5; 48980
 Board Policy/Administrative Regulation #: See BP 6164.2
 Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
 Education or Other Legal Code: Education Code 310
 Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
 Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
 Education or Other Legal Code: Education Code 32390, 48980
 Board Policy/Administrative Regulation #: See AR 5142.1
 Subject: Fingerprinting program

~~When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district~~
~~Education or Other Legal Code: Education Code 35211~~
~~Board Policy/Administrative Regulation #: None~~

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

~~When to Notify: Beginning of each school year for high school students, if high school is open-campus~~

~~Education or Other Legal Code: Education Code 44808.5, 48980~~

~~Board Policy/Administrative Regulation #: See BPAR 5112.5~~

~~Subject: Open campus~~

~~When to Notify: Beginning of each school year in grades 9-12, if district allows career-technical education (CTE) course to satisfy graduation requirement~~

~~Education or Other Legal Code: Education Code 48980, 51225.3~~

~~Board Policy/Administrative Regulation #: See AR 6146.1~~

~~Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria~~

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

~~When to Notify: Beginning of each school year for students in grades 9-12~~

~~Education or Other Legal Code: Education Code 51229, 48980~~

~~Board Policy/Administrative Regulation #: See AR 6143~~

~~Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors~~

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

~~When/Whom to Notify: By October 15 for students in grade 12~~

~~Education or Other Legal Code: Education Code 69432.9~~

~~Board Policy/Administrative Regulation #: See AR 5121, See AR 5125~~

~~Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out~~

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

~~When to Notify: To students in grades 11-12, early enough to enable registration for fall test~~

~~Education or Other Legal Code: 5 CCR 11523~~

~~Board Policy/Administrative Regulation #: See AR 6146.2~~

~~Subject: Notice of proficiency examination provided under Education Code 48412~~

~~When to Notify: To secondary students, if district receives Title I funds~~

~~Education or Other Legal Code: 20 USC 7908~~

~~Board Policy/Administrative Regulation #: See AR 5125.1~~

~~Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent~~

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

~~When to Notify: Before high school student attends specialized secondary program on a university campus~~

~~Education or Other Legal Code: Education Code 17288~~

~~Board Policy/Administrative Regulation #: None~~

~~Subject: University campus buildings may not meet Education Code requirements for structural safety~~

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3
 Board Policy/Administrative Regulation #: See AR 6145.2
 Subject: Information on sudden cardiac arrest

~~When to Notify: If school has lost its WASC accreditation status~~
~~Education or Other Legal Code: Education Code 35178.4~~
~~Board Policy/Administrative Regulation #: See BP 6190~~
~~Subject: Loss of status, potential consequences~~

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5
 Board Policy/Administrative Regulation #: BP 3312
 Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183
 Board Policy/Administrative Regulation #: See AR 5132
 Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616
 Board Policy/Administrative Regulation #: See BP 6117
 Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601
 Board Policy/Administrative Regulation #: See AR 5117
 Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered

Education or Other Legal Code: Education Code 48000
 Board Policy/Administrative Regulation #: See AR 5111
 Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5
 Board Policy/Administrative Regulation #: See AR 5123
 Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213
 Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33
 Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
 Education or Other Legal Code: Education Code 48216; 17 CCR 6040
 Board Policy/Administrative Regulation #: See AR 5141.31
 Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
 Education or Other Legal Code: Education Code 48260.5, 48262
 Board Policy/Administrative Regulation #: See AR 5113.1
 Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
 Education or Other Legal Code: Education Code 48263
 Board Policy/Administrative Regulation #: See AR 5113.1
 Subject: Name and address of SARB or probation department and reason for referral

~~When to Notify: When a school is identified on the state's Open Enrollment List~~
~~Education or Other Legal Code: Education Code 48354; 5 CCR 4702~~
~~Board Policy/Administrative Regulation #: See AR 5118~~
~~Subject: Student's option to transfer to another school~~

~~When to Notify: Within 60 days of receiving application for transfer out of open enrollment school~~
~~Education or Other Legal Code: Education Code 48357; 5 CCR 4702~~
~~Board Policy/Administrative Regulation #: See AR 5118~~
~~Subject: Whether student's transfer application is accepted or rejected; reasons for rejection~~

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
 Education or Other Legal Code: Education Code 48432.3
 Board Policy/Administrative Regulation #: See AR 6184
 Subject: Copy of district policy and regulation on continuation education

~~When to Notify: Prior to involuntary transfer to continuation school~~
~~Education or Other Legal Code: Education Code 48432.5~~
~~Board Policy/Administrative Regulation #: See AR 6184~~
~~Subject: Right to require meeting prior to involuntary transfer to continuation school~~

~~When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin~~
~~Education or Other Legal Code: Education Code 48853.5~~
~~Board Policy/Administrative Regulation #: See AR 6173.1~~
~~Subject: Basis for the placement recommendation~~

When to Notify: When student is removed from class and teacher requires parental attendance

at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
 Education or Other Legal Code: Education Code 48916
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
 Education or Other Legal Code: Education Code 48918
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
 Education or Other Legal Code: Education Code 48918
 Board Policy/Administrative Regulation #: See AR 5144.1
 Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school
 Education or Other Legal Code: Education Code 48929, 48980
 Board Policy/Administrative Regulation #: See BP 5116.2
 Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
 Education or Other Legal Code: Education Code 48980
 Board Policy/Administrative Regulation #: See BP 6111
 Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
 Education or Other Legal Code: Education Code 48987
 Board Policy/Administrative Regulation #: See AR 5141.4
 Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
 Education or Other Legal Code: Education Code 49067
 Board Policy/Administrative Regulation #: See AR 5121
 Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
 Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, ~~or~~ child of military family, or migrant student being transferred after second year of between high school, or immigrant student enrolled in newcomer program in grades 11-12 schools

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level

Education or Other Legal Code: Health and Safety Code 116277

Board Policy/Administrative Regulation #: See AR 3514

Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

~~When to Notify: When child participates in licensed child care and development program~~

~~Education or Other Legal Code: 5 CCR 18066~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Policies re: excused and unexcused absences~~

~~When to Notify: Within 30 days of application for subsidized child care or preschool services~~

~~Education or Other Legal Code: 5 CCR 18094, 18118~~

~~Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3~~

~~Subject: Policies re: Approval or denial of services~~

~~When to Notify: Upon recertification or update of application for child care or preschool services~~

~~Education or Other Legal Code: 5 CCR 18095, 18119~~

~~Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3~~

~~Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service~~

~~When to Notify: Upon child's enrollment in child care program~~

~~Education or Other Legal Code: 5 CCR 18114~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Policies re: Policy on fee collection~~

~~When to Notify: When payment of child care fees is seven days late~~

~~Education or Other Legal Code: 5 CCR 18114~~

~~Board Policy/Administrative Regulation #: See AR 5148~~

~~Subject: Policies re: Notice of delinquent fees~~

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special

knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504

Education or Other Legal Code: 34 CFR 104.32, 104.36

Board Policy/Administrative Regulation #: See AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 8235.5, 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints subject to Williams uniform complaint procedures

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and

misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

revised: September 23, 2015

revised: September 27, 2017

revised: June 13, 2018

revised: December 18, 2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/14/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/19

ITEM: Consider for approval the following revised Administrative Regulation:

- AR 1220 – Citizen Advisory Committees

PURPOSE: The Administrative Regulation is updated to clarify that the parent advisory committee and English learner parent advisory committee are established to review and comment on the LCAP are not subject to Brown Act requirements, but must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to **NEW LAW (AB 716)**.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Administrative Regulation

Citizen Advisory Committees

AR 1220
Community Relations

Committee Charge

When committees are appointed, committee members shall receive ~~a~~-written information which includes statement including, but is not limited to:

1. The committee members' names
- ~~2.~~ The ~~and the~~ procedure to be used in the selection of the committee chairperson and other committee officers;
- ~~3.2.~~ The name(s) and contact information of staff member(s) assigned to support the work of the committee
- ~~43.~~ The goals and specific charge(s)~~charges~~ of the committee, including its topic(s) for study ~~or well defined area(s) of activity.~~
- ~~54.~~ The specific period of time that the committee is expected to serve;
- ~~65.~~ Legal requirements regarding meeting conduct and public notifications;
- ~~76.~~ Resources available to help the committee perform~~complete~~ its tasks;
- ~~87.~~ Timelines for progress reports and/or final report;
- ~~98.~~ Relevant Board ~~of Trustees~~ policies and administrative regulations;

~~Advisory committee members are not vicariously liable for injuries caused by the act or omission of the district. (Government Code 820.9)~~

Committees Subject to Brown Act Requirements

Brown Act requirements pertaining to ~~The following citizen advisory committees shall comply with~~ open meetings, notices, meeting, notice and public participation, pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not limited to, the following:

~~(cf. 9320—Meetings and Notices)~~

~~(cf. 9321 - Closed Session Purposes and Agendas)~~
~~(cf. 9321.1 - Closed Session Actions and Reports)~~
~~(cf. 9323 - Meeting Conduct)~~

1. Advisory ~~committees~~ established pursuant to Education Code 56190-56194 related to special education

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

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

~~Committees~~ (cf. 6178 - Career Technical Education)

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC ~~1758b~~ 1754

~~(cf. 5030 - Student Wellness)~~

~~3. Advisory committees established pursuant to Education Code 8070 related to career technical education~~

4. Committee ~~Committees~~ established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

(cf. ~~3280 - Sale or Lease, lease, Rental~~ of District-Owned Real Property)

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3 ~~Other committees created by formal Board of Trustees action~~

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

(cf. 9130 - Board Committees)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9323 - Meeting Conduct)

Committees Not Subject to Brown Act Requirements

The following ~~councils and advisory~~ committees shall comply ~~are exempted from the Brown Act~~

~~and must conform~~ with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

24. School site councils established pursuant to Education Code 65000-65001 to develop and approve a 41507, 41572, 52852 related to school plan for student achievement retention, school- or library improvement, or school-based program coordination

(cf. 0420 - School Plans/Site Councils)

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

2. _____

3. District or school advisory committee~~committee~~ established pursuant to Education Code 52176 related to programs for ~~students of limited~~ English learners proficiency

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

4. School

~~3. District or school~~ advisory committee~~committee~~ established pursuant to Education Code 54425 (b) related to compensatory education

(cf. 6171 - Title I Programs)

54. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

(cf. 6175 - Migrant Education Program)

6. School committees~~5. Parent advisory committees established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education~~

~~6. Committees~~ established pursuant to Education Code 11503 related to parent involvement

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. -Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the ~~council's or committee's~~^{group's} attention after the agenda was posted. - In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

~~Any council~~^{Councils} or ~~committees~~^{committees} violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a ~~school-site~~ council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, ~~—(Education Code 35147; Government Code 6250-6270.~~ (Education Code 35147)

(cf. 1340 - Access to District Records)

Committees Created by Superintendent

Committees which are created by the Superintendent or designee ~~may create citizen advisory committees to advise the administration; such committees~~ do not report to the Board, and are not specified in Education Code 35147 shall not be subject to the requirements of the Brown Act or Education Code 35147~~open meeting laws.~~

(cf. 2230 - Representative and Deliberative Groups)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 Approved: May 16, 2001 Hanford, California
 Revised: January 18, 2006
Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/14/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/19

ITEM: Consider for approval revised Administrative Regulation:

- AR 1340 – Access to District Records

PURPOSE: The Administrative Regulation is updated to revise the section on "Public Records" to delete a legal citation which was repealed pursuant to **NEW LAW (AB 716)** and to include any district or school plan, unless otherwise prohibited by law, as a public record to which members of the public have access. Regulation also updated to reflect the prohibition against disclosing an individual's citizenship or immigration status or religious beliefs, practices, or affiliation to federal government authorities.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Administrative Regulation

Access To District Records

AR 1340

Community Relations

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)

(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of [such his/her](#) membership, agency, office, or employment. (Government Code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

(cf. 0400 - Comprehensive Plans)

~~8. School based program plans (Education Code 52850)~~

(cf. 0420 - School Plans/Site Councils)

~~9. Information and data relevant to the evaluation and modification of district plans~~

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 7110 - Facilities Master Plan)

9

~~10.~~ Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

~~1011.~~ Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

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

~~1112.~~ Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

~~1213.~~ Documents containing names, salaries, and pension benefits of district employees

~~1314.~~ Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
 (cf. 4141/4241 - Collective Bargaining Agreement)

1415. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 - Parent Rights and Responsibilities)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
 (cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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

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

—The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

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

4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the

property has been acquired or all of the contract agreement obtained _ (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information_ (Government Code 6254)

8. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons~~a person~~ acting within the scope of their~~his/her~~ duties in the administration of the library, to persons~~a person~~ authorized in writing by the individual to whom the records pertain, or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege – (Government Code 6254)

(cf. 9124 - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

~~(cf. 0450 – Comprehensive Safety Plan)~~

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

13. Computer software developed by the district (Government Code 6254.9)

14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system _ (Government Code 6254.19)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code

6254, 6255)

(cf. 5141.6 - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of ~~the~~his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, ~~he/she shall assist~~ the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of

the request, if specified

–If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. –Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: April 27, 2005

revised: April 9, 2014

revised: June 13, 2018

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/14/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/19

ITEM: Consider for approval the following revised Board Bylaw & Exhibit:

- BB & E 9323.2 – Actions by the Board

PURPOSE: The Board Bylaw is updated to reference the timelines by which a civil action may be filed to determine the applicability of the Brown Act to past board actions, and to clarify the circumstances under which a board action cannot be invalidated. Exhibit 1 is updated to consolidate several items related to situating a community day school on an existing school site, add board action to respond to an emergency facilities condition without giving notice for bids to let contracts (requiring two-thirds vote for three-member boards, or four-fifths vote for five-member and seven-member boards), and reflect **NEW LAW (AB 2249)** which amends the threshold requirements for public works projects bid pursuant to the Uniform Public Construction Cost Accounting Act. The section on "Actions Requiring a Unanimous Vote of the Board" updated to further explain the ability to authorize the use of day labor or force account and/or waive the competitive bid process when the board determines that an emergency exists. Exhibit 2 contains a minor revision for clarity.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Hanford ESD

Board Bylaw

Actions By The Board

BB 9323.2

Board Bylaws

The Board of Trustees shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action ~~in a regular meeting~~ on a subject not ~~appearing listed~~ on the posted meeting agenda under any of the following conditions:
(Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings, pursuant to Government Code 54956.5.
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take

immediate action came to the district's attention after the agenda was posted-

3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier-

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

The district attorney's office ~~or~~ any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

1. ~~Stopping to stop~~ or ~~preventing prevent~~ the Board's violation or ~~threatened violation threats of violations~~ of the Brown Act

2. ~~Determining, to determine~~ the applicability ~~of under~~ the Brown Act to ongoing or future threatened Board actions

3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:

a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.

b. The time for the Board, to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

c. The action is brought within the time required by Government Code 54960.2.

4. ~~Determining determine~~ the validity, under ~~state California~~ or federal law, of any Board rule or action ~~which penalizes to penalize~~ any of its members or otherwise ~~discourages their discourage the member's~~ expression

5. ~~Compelling, or to compel~~ the Board to audio record its closed sessions because of ~~a court's finding of the Board's its~~ violation of any applicable Government Code provision-
(Government Code 54960)

The district attorney or any interested person may ~~file an action in court to nullify present a demand that the Board cure and correct~~ a Board action which ~~he/she alleges~~ is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)

2. Agenda posting (Government Code 54954.2)

3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a~~Any~~ demand to "cure and correct" ~~thean~~ alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns actionactions taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

1.—— Within 30 days of receiving the demand, the Board shall do one of the following:
(Government Code 54960.1)

- 1.—— Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day ~~review~~ period, its inaction shall be considered a decision not to cure or correct the challenged action.

~~In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government code 54960.1, if the following conditions are met: (Government Code 54960.2)~~

- ~~1.—— Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.~~
- ~~2.—— The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes
 17510-~~17512~~ [Leasing for production of gas, resolution](#)~~17511—Resolution~~ requiring unanimous vote ~~of all members constituting board~~

17546 Private sale of personal property

17556-17561 Dedication of real property

~~17582-17583~~ [District deferred maintenance fund](#)

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; [prohibition against](#) secret ballots

54960-54960.5 Actions to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

[20114 Repairs, maintenance, and improvements to district facilities by day labor or force account](#)

[22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance](#)

[22035 Repair or replacement of facilities in case of emergency](#)

[22050 Emergency contracting procedures](#)

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003)
 112 Cal.App.4th 1313

McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310

Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, ~~2014~~[2009](#)

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act [2nd Edition, rev. July 2010, 2007](#)

WEB SITES

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

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

Institute ~~foref~~ Local Government: <http://www.ca-ilg.org>

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

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: October 21, 1998 Hanford, California

revised: September 19, 2001

revised: August 20, 2003

revised: October 9, 2013

[revised:](#)

Hanford ESD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

Exhibit 1

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring the Governing Board's intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring the Board's intent ~~of Governing Board~~ to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing of funds needed for immediate requirements of the district pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)
7. When the district is organized to serve only grades K-8, action and seeks to establish a

community day school for any of grades K-8 (Education Code 48660)

(cf. 6185 - Community Day School)

8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

~~99. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

~~10. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

~~1012.~~ Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

~~1113.~~ Resolution to place a parcel tax on the ballot (Government Code 53724)

~~1214.~~ Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)

4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

5. When the district has a five-member or seven-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

65. Resolution to award a contract for a public works project at ~~\$212~~187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of ~~\$200~~175,000 or less, all bids received are in excess of ~~\$200~~175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a ~~community~~ lease of district

property for extraction and taking of gas not associated with oil (Education Code 17510-17511)

2. Authorization of the use of day labor or force account, or waiver~~Waiver~~ of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property ~~in the local dump~~ or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Exhibit	HANFORD ELEMENTARY SCHOOL DISTRICT
version:	August 2006 Hanford, California
revised:	September 9, 2015
revised:	December 13, 2017
<u>revised:</u>	

Exhibit 2

9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following ~~described~~ past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. ~~The~~ Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: September 9, 2015

revised: December 13, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/14/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/19

ITEM: Consider for approval the following revised Board Bylaw:

- BB 9324 – Minutes and Recordings

PURPOSE: The Board Bylaw is updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Board Bylaw

Minutes And Recordings

BB 9324

Board Bylaws

The ~~Governing~~ Board of Trustees recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public ~~and helps foster public trust in Board governance.~~

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. ~~The Board's~~ minutes shall be public records and shall be made available to the public upon request.
(Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

~~A majority of the Governing Board must be present at a meeting in order to hear, discuss, or deliberate on any matter within the subject matter jurisdiction of the Board. Thus, the minutes should reflect any occasion on which a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.~~

The minutes of Board meetings shall include, but not be limited to:

1. ~~A notation of~~ reflect which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure.

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

(cf. 9320 - Meetings and Notices)

2. A

~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion on each agenda topic, rather than, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board member's~~ members who made specific points of view during the discussion.

3. A summary of the public comments made on agendized items and unagendized topics

4. ~~The minutes shall include the~~ specific language of each motion and the names of the Board members who made and seconded the motion.

5. ~~Preferential votes cast by student Board member(s) (Education Code 35012)~~

(cf. 9150 - Student Board Members)

6. ~~Any~~The minutes shall also report any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; — (Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. ~~The Board shall approve the minutes as circulated or with necessary amendments.~~

Upon approval by the Board, the minutes shall be signed by the Board President and Clerk.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. ~~Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)~~

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the ~~The~~ Board ~~president~~President shall announce that a recording or broadcasting is being made at the direction of the Board ~~and that~~at the recording or broadcast may capture images and sounds~~beginning~~ of those attending the meeting. ~~As and, as~~ practicable, the recorder

or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge.
(Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35012 Number of members; terms; student board members

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 20142009

~~Guide to Effective Meetings, rev. 2007~~

WEB SITES

CSBA, Agenda Online: <http://www.agendaonline.comesba.org>

Bylaw HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised: August 23, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava



DATE: December 2, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 18, 2019

ITEM: AR 5125.2 - Withholding Grades, Diploma and Transcripts (AR revised)

PURPOSE: Regulation updated to reflect **NEW LAW (AB 1974)** which allows districts to offer any student, other than a current or former homeless student, nonmonetary means to settle debt owed for property loss or damage resulting from the student's willful misconduct and to withhold the student's grades, diploma, and/or transcripts until the work or other alternative is completed.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: No changes since review of information on 11/13/19:
Approval Recommended

Hanford ESD

Administrative Regulation

Withholding Grades, Diploma Or Transcripts

AR 5125.2

Students

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or willfully does not return district property that has been loaned to the student~~him/her upon demand of a district employee~~, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904, 49014)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

This administrative regulation shall not apply to a student who is a current or former homeless or foster youth. (Education Code 49014)

Before withholding a~~the~~ student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

(cf. 5145.6 - Parental Notifications)

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

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

~~If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)~~

When a student who is transferring into the district has had his/her grades, a diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to

withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

Legal Reference:

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

[49014 Public School Fair Debt Collection Act](#)

49069 Absolute right to access

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 19, 1998 Hanford, California

revised: May 16, 2001

revised: January 9, 2019

[revised:](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: December 4, 2019

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

Date you wish to have your item considered: 12/18/19

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR 5113 - Absences and Excuses

PURPOSE: Regulation updated to reflect NEW LAW (AB 2289) which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Administrative Regulation

Absences And Excuses

AR 5113

Students

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a~~A~~ student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

~~Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)~~

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness~~The illness~~ or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court

- b. Attendance at a funeral service
- c. ~~Observance~~Observation of a religious holiday or ceremony ~~of his/her religion~~
- d. Attendance at religious retreats for no more than four hours per semester
- e. Attendance at an employment conference
- f. Attendance at an educational conference ~~offered by a nonprofit organization~~ on the legislative or judicial process offered by a nonprofit organization
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)

(cf. 6142.3 - Civic Education)

- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

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

- 10. ~~Attendance at a~~To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

- 11. Participation in religious exercises or to receive moral and religious instruction ~~at in-~~accordance with district policy, subject to the student's place of worship or other suitable place away from school following conditions: (Education Code 46014)

- a. ~~The student's parent/guardian shall provide written consent for the absence.~~
- b. ~~The student shall attend at least the minimum school day.~~
- c. ~~The student shall be excused from school for this purpose on no more than four days per school month.~~

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for ~~When a~~ child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning ~~who has been absent returns~~ to school following the absence, ~~he/she shall~~ present a satisfactory explanation verifying the reason for the absence. ~~-~~ Absences shall be verified by the student's parent/guardian, other person having charge or control of the student ~~minor~~, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of student
- b. Name of parent/guardian or parent representative
- c. Name of verifying employee
- d. Date(s) of absence
- e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

- 3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. ~~The employee shall document the verification and include the information specified in item #2 above.~~
- 4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

- 1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
- 2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
- 3. Notify parents/guardians that a student shall not have ~~his/her~~ grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall, and include the full text of Education Code 48205. ~~in the notice~~ (Education Code 48980)

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

(cf. 5145.6 - Parental Notifications)
(cf. 6154 - Homework/Makeup Work)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
revised: July 30, 2002
revised: March 25, 2008
revised: June 13, 2012
revised: January 10, 2018
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: December 4, 2019

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

Date you wish to have your item considered: 12/18/19

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR 5131.41 - Use of Seclusion and Restraint

PURPOSE: New regulation reflects NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Administrative Regulation

Use Of Seclusion And Restraint

AR 5131.41

Students

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

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

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which

the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff

member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

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

Legal Reference:

EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jason Strickland
DATE: December 4, 2019

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

Date you wish to have your item considered: 12/18/19

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR 6173.2 - Education of Children of Military Families

PURPOSE: Regulation updated to reflect NEW LAW (AB 2949) which allows a child of a military family to continue attending the school of origin regardless of any change of residence of the family. Regulation also adds new section on "Transportation" reflecting AB 2949, which authorizes, but does not require, districts to provide transportation to enable a child of a military family to attend the school or district of origin.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Administrative Regulation

Education Of Children Of Military Families

AR 6173.2

Instruction

Definitions

Children of military families are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211

2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement

3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

Enrollment and Residency

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if ~~the~~his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee ~~shall~~may enroll the ~~student~~child based on ~~unofficial education~~the child's placement in the ~~previous district, pending receipt of the child's records,~~ if official records are not yet available. Upon enrollment, the Superintendent or designee shall immediately request the student's official records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education

Code 49701)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

(cf. 5141- Health Care and Emergencies)

(cf. 5141.31- Immunizations)

A child of a military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during that school year, for the duration of the student's status as a child of a military family. (Education Code 48204.6)

To provide a child of a military family the benefit of matriculating with peers in accordance with the established feeder patterns of the district, the following shall apply: (Education Code 48204.6)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the school district of origin in the same school attendance areas.

2. If the student is transitioning to a middle and the school designated for matriculation is in another district, the student shall be allowed to continue to the school designated for matriculation in that school district.

The principal or designee of the new school shall ensure that the student is immediately enrolled even if the student has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Health and Safety Code 120325-120480, proof of residency, other documentation, or school uniforms. (Education Code 48204.6)

If the student's status changes during a school year due to the end of military service of the student's parent/guardian, the following shall apply: (Education Code 48204.6)

1. If the student is in grades K-8, the student shall be allowed to continue attending the school of origin through the duration of that academic school year.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's

record to the new district within 10 days. (Education Code 49701)

Transportation

The Superintendent or designee may, but is not required to, provide transportation to enable a child of a military family to attend the school of origin or to matriculate to a feeder school as described above, except when indicated in the individualized education program (IEP) of a student with a disability or otherwise required by federal law. (Education Code 48204.6)

Placement

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the ~~student's~~ enrollment and/or assessment in ~~the~~his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services ~~to the student~~ based on ~~the student's~~his/her current ~~IEP, individualized education program.~~ In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Absences

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with ~~the~~his/her parent/guardian. (Education Code 49701)

(cf. 5113 - Absences and Excuses)

Notification and Complaints

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.


(cf. 1312.3 - Uniform Complaint Procedures)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: December 12, 2018 Hanford, California
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: December 9, 2019

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 18, 2019**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Ana Gomez, READY Program Tutor – 4.5 hrs., Simas, effective 11/22/19
- Steven Morales, Groundskeeper II – 8.0 hrs., Grounds/DSF, effective 12/9/19

Temporary Employees/Substitutes

- Ashley Acle, Substitute Clerk Typist II, effective 11/13/19
- Oscar Barron, Short-term Licensed Vocational Nurse – 6.0 hrs., King, effective 12/2/19 to 12/16/19
- Kristin Brieno, Substitute READY Program Tutor, effective 11/18/19
- Sylvia Foreman, Short-term Special Education Aide – 5.0 hrs., Washington, effective 11/12/19 to 12/20/19
- Carolina Munoz Gomez, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 11/12/19 to 12/20/19
- Cynthia Gonzalez, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 11/12/19 to 12/20/19
- Roxanna Hernandez, Substitute Translator: Oral Interpreter and Written Translator, effective 11/22/19
- Judie Morgan, Substitute Yard Supervisor, effective 11/21/19
- Alberto Ordonez, Short-term Media Services Aide – 5.5 hrs., Wilson, effective 12/9/19 to 2/28/20

Temporary Employees/Substitutes (cont.)

- Richard Perez Jr., Substitute READY Program Tutor, effective 12/2/19
- Dana Raulino, Substitute Yard Supervisor, effective 11/12/19

Yard Supervisors

- Cynthia Gonzalez, Yard Supervisor – 3.0 hrs., Simas, effective 12/6/19
- Sara Lira, Yard Supervisor – 1.5 hrs., King, effective 12/2/19
- Charmon Valenzuela, Yard Supervisor – 1.0 hr., King, effective 12/9/19

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

- Rachel Castellanos, 4-6 Grade Girls Basketball Coach, Roosevelt, effective 11/18/19 to 2/27/20
- Santiago Covarrubias Jr., 8th Grade Boys Soccer Coach, Kennedy, effective 11/18/19 to 2/13/20
- Patricia Diaz, Folkloric Dance Coach, Jefferson, effective 1/21/20 to 3/1/20
- Jose Guillen Leon, 7th Grade Boys Soccer Coach, Wilson, effective 12/2/19 to 2/13/20
- Alberto Ordonez, Junior Legos Coach, Jefferson, effective 1/21/20 to 3/1/20
- Michael Quinones, 4-6 Boys Basketball Coach, Washington, effective 11/18/19 to 2/27/20
- Eugene Reyes, 7-8 Grade Boys/Girls Wrestling Coach, Wilson, effective 11/12/19 to 2/8/20
- Julius Rojas, 4-6 Girls Basketball Coach, Lincoln, effective 11/18/19 to 2/27/20
- Raymond Ruiz, 7-8 Grade Boys/Girls Wrestling Coach, Kennedy, effective 11/12/19 to 2/8/20
- Jesus Garcia Vargas, 8th Grade Boys Soccer Coach, Wilson, effective 11/12/19 to 2/13/20

c. Resignations

- Ana Gomez, READY Program Tutor – 4.5 hrs., Richmond, effective 11/6/19
- Judie Morgan, Bus Driver – 4.5 hrs., Transportation/DSF, effective 12/13/19
- Tagen Ormonde, Teacher, Simas, effective 12/20/19
- Rachel Shimmin, READY Program Tutor – 4.5 hrs., Simas, effective 11/19/19

d. Termination due to Failure to Respond

- Dorcel Boyd, Substitute Clerk Typist I, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 5/3/18
- Cesar Calvillo Calderon, Substitute Groundskeeper II, effective 1/11/19
- Ricardo Cuevas, Substitute Computer Maintenance Technician, effective 1/23/19
- Brian Gutierrez, Substitute Custodian I, effective 9/20/18
- Ruben Gutierrez, Substitute Custodian I, effective 10/15/18

d. Termination due to Failure to Respond (cont.)

- Jesus Ornelas Gutierrez, Substitute Groundskeeper II, effective 11/16/18
- Robert Higdon, Substitute Maintenance Worker II, Warehouse/Reprographics and Mail Technician, effective 10/4/16
- Lauren Magpayo, Substitute READY Program Tutor, effective 4/27/18
- Justin Miranda, Substitute Custodian II and Groundskeeper II, effective 10/12/18
- Henry Miranda, Substitute Yard Supervisor, effective 4/4/18
- Nalleli Pelayo, Substitute READY Program Tutor, Translator: Oral Interpreter, and Written Translator, effective 12/21/18
- Destiny Ramirez, Substitute Babysitter, READY Program Tutor, and Yard Supervisor, effective 8/27/18
- Jason Rose, Substitute Groundskeeper I, effective 8/8/18
- John Schray III, Substitute Food Service Worker I/II and Yard Supervisor, effective 5/14/18

e. Retirement

- Gary Pereira, Delivery Worker: Mail and Material – 8.0 hrs., Warehouse/DSF, effective 12/30/19

f. More Hours

- Jennifer Aguirre, Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Roosevelt, effective 11/18/19
- Angela Corona, Yard Supervisor, from 3.0 hrs. to 3.5 hrs., Roosevelt, effective 11/18/19
- Denise Davis, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Roosevelt, effective 11/18/19

g. Administrative Transfer

- Jessica Bateman, READY Program Tutor – 4.5 hrs., from Simas to Richmond, effective 12/2/19

h. Voluntary Reduction in Hours

- Valarie Casarez, Yard Supervisor, from 2.5 hrs. to 1.0 hr., Roosevelt, effective 11/18/19

i. Temporary Out of Class

- Paul Borges, from Bus Driver/Service Worker – 8.0 hrs., to Mechanic – 8.0 hrs., Transportation/DSF, effective 11/4/19 to 12/6/19
- Kimberly Carrera, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Richmond, effective 11/6/19 to 12/20/19

j. Consider approval of an Internship Credential Program Agreement with National University

Authorize agreement to enter into an Internship Credential Program Agreement between Hanford Elementary School District and National University effective November 22, 2019.

k. Leave of Absence

- Raquel Villarino, Teacher, King, effective 12/2/19 to 3/13/20, parental bonding

l. Volunteers

<u>Name</u>	<u>School</u>
Lydia Aldana	Hamilton
Alicia Clayhunter	Hamilton
Maribel Solorzano	Hamilton
Cassandra Wells	Hamilton
Marlyn Chang (HESD Employee)	Jefferson
Frances David	Jefferson
India Sigle	Kennedy
Corrina Bursiaga	Lincoln
Rebecca Hyde	Lincoln
Keisha Magana Aiken	Monroe
Angelique Goldston	Richmond
Natalie Zabala	Richmond
Olga Contreras (Cruz-Rumbo)	Roosevelt
Rosario Patino	Roosevelt
Lindsay Barron Johnson	Simas
Jovanna Duran	Simas
Sonia Ramirez (HESD Employee)	Simas
Marielena Vega	Washington

RECOMMENDATION: Approve.



INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“**Agreement**”) is entered into effective November 22, 2019 (“**Effective Date**”) by and between Hanford Elementary School District, a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, Kings County (individually or collectively, “**District**”), Hanford Elementary School District and National University (“**University**”), a California nonprofit, private university.

RECITALS

- A. **University** is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). **University** has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“**Programs**”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. **District** is a public school district (or state-supported K-12 educational service unit) or county office of education and **University** is an approved university within the meaning of Ed Code Section 44452; and
- C. **District** and **University** wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that **District** and **University** will be supporting through this partnership.

Based on these recitals, **District** and **University** agree as follows:

- 1. Term. The term of this Agreement shall commence as of the Effective Date above and shall continue until such time as either party gives 30 days written notice of its intent to terminate this Agreement. All Interns placed with **District** and who are in good standing with **District** and **University** as of the date of termination of this Agreement shall be permitted to complete their internship experience with **District**.
- 2. Placement of Interns. **University** students, certified as qualified and competent by **University** to provide intern services to **District**, may, at **District**’s discretion, be accepted and assigned to its schools for services as interns (“**Interns**”). **University** and **District** shall coordinate the process of selection and placement of Interns. **University** reserves the right to make the final determination on any Intern’s acceptance into the Program, while **District** reserves the right to make the final determination on any Intern’s employment. Neither **University** nor **District** shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran’s status, medical condition, marital status, or citizenship, within the limits imposed by law.
- 3. Program Requirements. Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a **District** designee.
 - b. Interview and screening by **District** staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a **University** Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.

4. Intern Employment Status. Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
5. Reservation of Right to Payment. Pursuant to Education Code Section 44462, **District** reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request **District** shall provide written certification to **University** that each Intern placed with **District** has not displaced a certificated **District** employee, which shall enable **University** to verify to CTC that all statutory and CTC requirements have been met.
7. Intern Advisory Committee. **District** and **University** will collaborate to develop an Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Programs.
8. Teacher and Special Education Intern Support.
 - a. To support Education Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Program. **District** supervisors are called "Site Support Providers". **University** supervisors are called "University Support Providers". **District** Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days
 - b. **District** Site Support Providers will hold a valid Clear or Life Credential in the content area for which they are providing supervision, three years of successful teaching experience, hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1, and must have demonstrated exemplary teaching practices.
 - c. **District's** Site Support Provider and **University's** Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - g. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance is provided to Interns at a minimum of 2 hours a week while employed as the teacher of record..
 - h. **District** and **University** will share supervision and ongoing support requirements totaling a minimum of 144 hours per school year. Interns without English Language Authorization must receive 45 hours of focused English Language instruction support per school year; (b)(5)(B) requires the employer to identify an individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. **University** Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be submitted as part of the intern's clinical practice course assignments. Program faculty, program supervisors, and district-employed supervisors monitor and support candidates during their progress towards mastering the TPEs.
 - i. Employers who hire/place or wish to backdate interns outside National University clinical practice start offerings are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date at which point the University Support provider will provide University support services as noted in article (8.h.).
 - j. National University provides district employed supervisors with a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations
 - k. District sites with interns must have a fully qualified Credentialed administrator.
 - l. University may request use of video capture for candidate reflection and CAL TPA completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. School Site shall inform Teacher Education Credential Interns of video recording policies in place for the CAL TPA task video capture requirement.
9. Counseling, Psychology and Administrative Services Intern Support
 - a. To support Services Credential Interns, **District** and **University** will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs. **District** supervisors are called "Site Support Providers/Site Supervisors". **University** supervisors are called "Support Providers/University Supervisors".

- b. Clinical Practice Supervisor shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.
 - c. Clinical Practice Assignment shall typically refer to a full day of Clinical Practice consisting of five days a week for 12 to 18 weeks, dependent upon the program. Clinical Practice Assignment shall satisfy all requirements set by the commission.
 - d. Clinical Practice shall consist of between 600 hours and 1200 hours of Clinical Practice depending upon the specific program requirements.
 - e. Clinical practice shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Clinical Practice Supervisors.
 - f. **District** and **University** shall independently determine the qualifications of their respective supervisors.
 - g. **District's** Site Support Provider/Site Supervisors and **University's** Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
 - h. **District's** Site Support Provider/Site Supervisors and **University's** Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
 - i. Concurrent with an Intern's experience at **District**, **University** will hold Program orientation seminars for Interns and training seminars for **District** Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, **University** representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - j. **District** will include Interns in appropriate **District** support programs and regularly scheduled staff development activities.
 - k. **District** will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at **District**.
 - l. **University** Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
10. Academic Responsibility. **University** shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
11. Duration of Internship. Once a student has been accepted as an Intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the Intern will be permitted to finish his/her internship at **District**. However, an Intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the **District** and/or removed from his/her Program by the **University**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an Intern's removal from the **District** or termination of participation in a Program.
12. Assessment. Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the **District** Site Support Provider/Site Supervisor and the **University** Support Provider/University Supervisor.
13. Video Assessment. District and University agree the use of video recording equipment on any District property, including but not limited to, District classrooms, is solely for the purpose of assessing Interns as part of the credentialing process. The District shall provide University Site Support Providers and Interns with any or all applicable rules, regulations, and instructions relating to the assessment. The University and District agree no video recording of any student teacher will occur without prior written notification of the name of the student teacher as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the school within the District shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in Section 14. of this agreement.
14. Control, Supervision, Evaluation of Video Recording. The control, supervision, evaluation, and/or direction of all student teachers and any other University personnel in connection with the assessment of the student teachers, including, but not limited to, all classroom video recording of the student teachers, shall be at the University's sole discretion.

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The University and District agree no video recording of any District student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian.

15. **Indemnity.** The **District** shall defend, indemnify and hold the **University**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents.

The **University** shall defend, indemnify and hold the **District**, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents.

16. **Relationship of Parties.** Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
17. **Publicity.** Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
18. **Records.** It is understood and agreed that all employment records shall remain the property of **District**, and all student records, including Intern assessments, will remain the property of **University**.
19. **Confidentiality of Student Intern Records.** For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates District and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any student who participates in the Internship Credential Program to the extent that access to the records is required by District programs or facilities to which the student is assigned to carry out the relevant educational experience. District and its organizational components (i.e., programs) agree to maintain the confidentiality of each student's educational record in accordance with the provisions of FERPA.
20. **Confidentiality of District Pupil Records.** No Intern will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Internship program. The discussion, transmission, or narration in any form by Interns of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the Internship program, is forbidden except as a necessary part of the practical Internship experience. To the extent an Intern is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Otherwise, Interns shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.
21. **Arbitration.** In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.
22. **Entire Agreement and Severability.** If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
23. **Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
24. **Notices.** All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
25. **Representations.** Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
26. **General Provisions.** The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

Contact: Robina Smith
Credentials Contract Coordinator
9980 Carroll Canyon Road
San Diego, CA 92131
Telephone (858) 642-8310
Facsimile (858) 642-8717
credcontracts@nu.edu

By: _____
Dave C. Lawrence, MBA, EdD
Vice Chancellor, Finance

Dated: _____

District: Hanford Elementary School District

By: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Dated: _____

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential
Special Education Internship Credential
Preliminary Administrative Services Internship Credential
Pupil Personnel Services Internship Credential – School of Counseling
Pupil Personnel Services Internship Credential – School of Psychology

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider the certification of signatures.

PURPOSE:

The certification of signatures authorizes the listed individuals to sign on the District's behalf.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Certify the signatures for the Hanford Elementary School District.

HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 18, 2019 to the annual reorganization meeting in December 2020 in accordance with governing board approval dated December 18, 2019.

Signature: _____
Clerk/Secretary of the Board

Column 1

Signatures of Members of Governing Board:

Signature _____
Type Name _____
President of the Board of Trustees

Signature _____
Type Name _____
Vice President of the Board of Trustees

Signature _____
Type Name _____
Clerk of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Signature _____
Type Name _____
Member of the Board of Trustees

Column 2

Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:

Signature _____
Type Name _____
Title Joy Gabler
Superintendent

Signature _____
Type Name _____
Title David Endo
Chief Business Official

Signature _____
Type Name _____
Title Jaime Martinez
Asst. Supt., Human Resources

Signature _____
Type Name _____
Title Jill Rubalcava
Asst. Supt., Curriculum, Instruction &
Professional Development

*Signature _____
Type Name _____
Title Anneliese Roa
Program Manager, Food Services

**Signature _____
Type Name _____
Title David Goldsmith
Chief Technology Officer

***Signature _____
Type Name _____
Title Gerry Mulligan
Director of Facilities and Operation

Number of Signatures Required (*Ed Code Sections 42632; 42633; 44843*)

On Orders of Payment	1
On Notice of Employment	1
On Contracts	1

* The signature of the Program Manager, Food Services is restricted to the following areas: Food Service checks and all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.

** The signature of the Chief Technology Officer is restricted to the following areas: Technology related agreements.

***The signature of the Director of Facilities is restricted to the following areas: Construction change orders and Department of State Architect (DSA) forms

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider approval of the Kings County Treasurer's Quarterly Compliance Report.

PURPOSE:

Enclosed is the Kings County Investment Pool compliance report for the quarter ending 09/30/2019. The interest rate for the quarter was 2.0717%.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Kings County Treasurer's Quarterly Compliance Report.



COUNTY OF KINGS
DEPARTMENT OF FINANCE

JAMES P. ERB, CPA ▪ DIRECTOR OF FINANCE
1400 W. LACEY BLVD ▪ HANFORD, CA 93230

ACCOUNTING DIVISION
(559) 852-2455 ▪ FAX: (559) 587-9935

TAX COLLECTOR ▪ TREASURER DIVISION
TAX: (559) 852-2479 ▪ TREASURER (559) 852-2477
FAX: (559) 582-1236

DATE: November 14, 2019

TO: Treasury Depositors
Board of Supervisors
County Treasury Oversight Committee

FROM: James P. Erb, CPA, Director of Finance *J. P. Erb*

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period July 1 – September 30, 2019. The interest rate for the quarter for funds held by the Treasury was 2.0717%.

If you have any questions on the report or the portfolio, please feel free to call Tammy Phelps, Assistant Director of Finance - Treasury, at 852-2462.

Encl. 1

Kings County Treasurer's Statement of Interest Earnings

For the Period July 1, 2019 - September 30, 2019	
POOLED INVESTMENT ACCOUNT:	
Gross Interest Earnings (on Accrual Basis)	\$2,130,376
Less: Administrative Expenses	(99,398)
Banking Expenses	(4,258)
Prior Qtr int applied to Dir Inv in error	29,509
Net Interest Earnings Apportioned	\$2,056,229
Portfolio Return on Investment:	
Average Pooled Funds Invested	\$393,049,195
Gross Yield on Investments	2.1504%
Net Yield on Investments	2.0755%
Treasury Return on Investment:	
Average Pooled Funds In Treasury	\$393,772,944
Gross Yield Pooled Treas Funds	2.1464%
Net Yield on Pooled Treasury Funds	2.0717%
DIRECT INVESTMENT ACCOUNT:	
Average Direct Funds Invested	\$6,630,166
TOTAL AVERAGE FUNDS INVESTED:	\$399,679,360

YIELD TRENDS		
Gross Yield History*		
Quarter	Pool	LAIF
Sep-19	2.1504%	2.4462%
Jun-19	2.2076%	2.5655%
Mar-19	2.1971%	2.5464%
Dec-18	1.9793%	2.3994%
Sep-18	1.8644%	2.1570%
Jun-18	1.7292%	1.9042%
Mar-18	1.4226%	1.5095%
Dec-17	1.3133%	1.2049%
Sep-17	1.2618%	1.0741%
Jun-17	1.2309%	0.9239%
Mar-17	1.1653%	0.7761%
Dec-16	1.1055%	0.6778%
Sep-16	0.9785%	0.6046%
Jun-16	1.0600%	0.5473%
Mar-16	0.8967%	0.4643%
Dec-15	1.0016%	0.3672%
Sep-15	0.8794%	0.3195%
Jun-15	0.8477%	0.2836%

*The yield history represents gross portfolio yields; costs have not been deducted.

Kings County Treasurer's Liquidity Projections for the Period October 1, 2019 - September 30, 2020 (In Thousands)

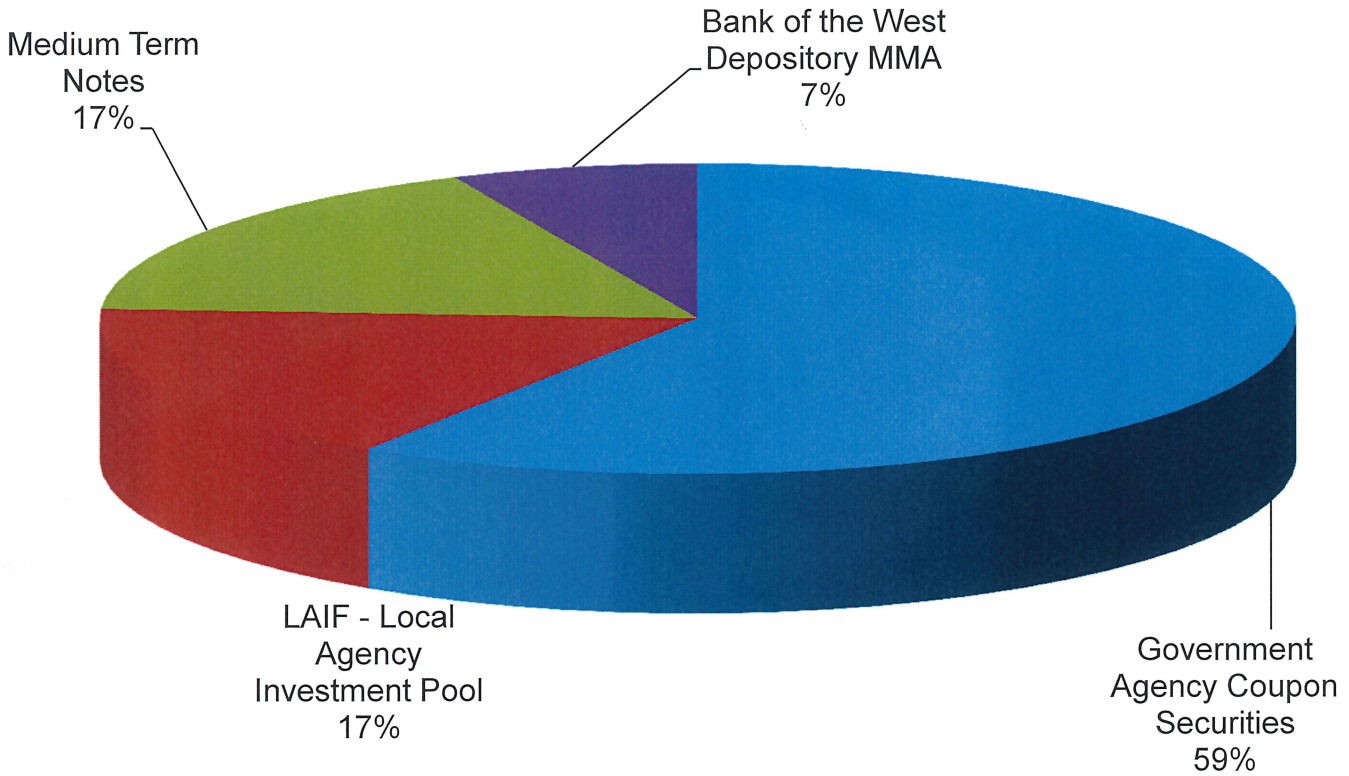
A	B	C	D	E	F	G
ACTUAL MONTH/ YEAR	TREASURER'S RECEIPTS ACTUAL	TREASURER'S DISBURSEMENTS ACTUAL	TREASURER'S SURPLUS or (DEFICIT) (A-B)	MONTH YEAR	INVESTMENTS PORTFOLIO MATURITIES	ESTIMATE SURPLUS (F+C)
Jul-19	48,759	84,570	(35,811)	Jul-20	4,000	33,189
Aug-19	45,358	72,342	(26,984)	Aug-20	19,000	25,205
Sep-19	66,993	67,937	(944)	Sep-20	12,000	36,261
Oct-18	57,587	64,050	(6,463)	Oct-19	14,000	72,537
Nov-18	82,940	62,579	20,361	Nov-19	16,000	101,361
Dec-18	116,283	96,209	20,074	Dec-19	16,000	101,074
Jan-19	65,377	69,615	(4,238)	Jan-20	6,000	66,762
Feb-19	52,304	60,419	(8,115)	Feb-20	12,000	68,885
Mar-19	103,737	63,778	39,959	Mar-20	7,000	111,959
Apr-19	100,806	79,715	21,091	Apr-20	6,000	92,091
May-19	53,584	76,013	(22,429)	May-20	13,000	55,571
Jun-19	83,685	67,105	16,580	Jun-20	10,000	82,151
TOTALS	877,413	864,332	13,081		135,000	

NOTE: Maximum LAIF balance was increased on January 1, 2016 from \$50,000,000 to \$65,000,000.

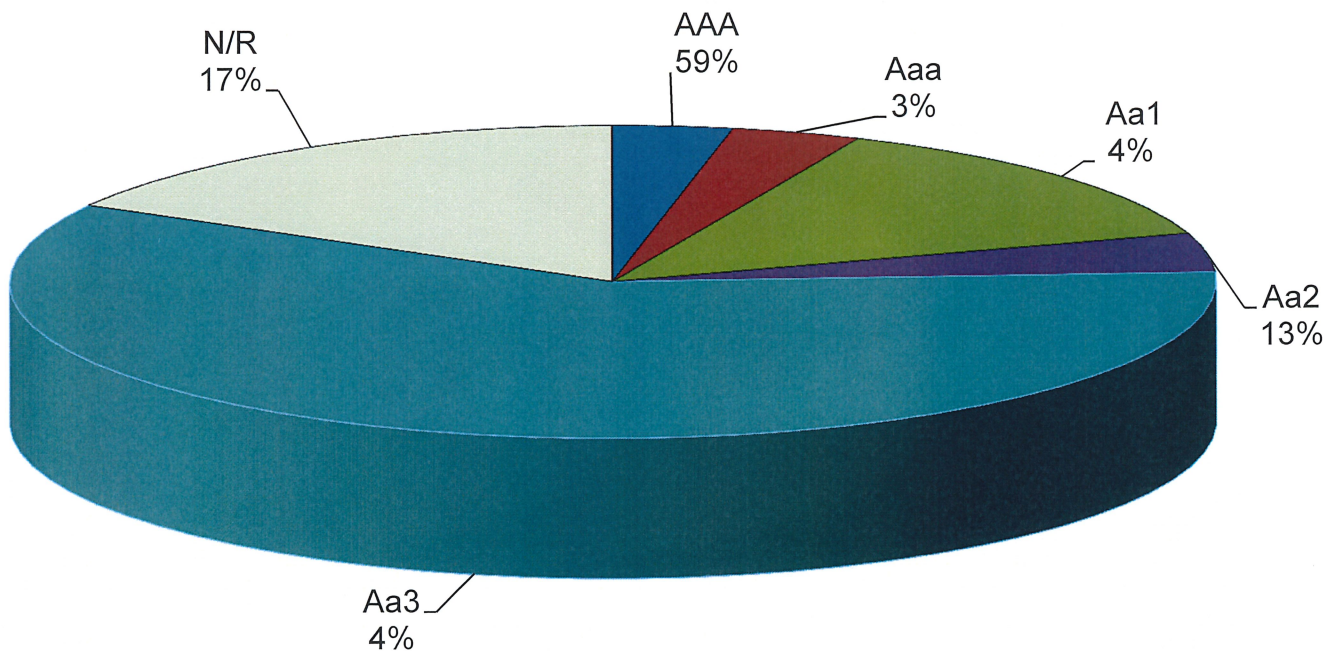
Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.

KINGS COUNTY POOLED INVESTMENTS PORTFOLIO STATISTICS

Book Value by Investment Type as of September 30, 2019



Market Value Quality Allocation as of September 30, 2019





**Kings County Investment Pool
Portfolio Management
Portfolio Summary
September 30, 2019**

213

Kings County
1400 W. Lacey Blvd.
Kings County Govt. Center
Hanford, CA
(559)582-3211

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.	YTM 360 Equiv.
Government Agency Coupon Securities	222,000,000.00	222,349,630.00	222,002,491.47	59.27	770	2.068	2.040
LAIF - Local Agency Investment Pool	63,000,000.00	63,000,000.00	63,000,000.00	16.82	1	2.340	2.308
Medium Term Notes	65,000,000.00	65,785,240.00	64,566,870.68	17.24	706	2.626	2.590
Bank of the West MM Deposit Acct	25,016,569.96	25,016,569.96	25,016,569.96	6.68	1	2.110	2.081
	375,016,569.96	376,151,439.96	374,585,932.11	100.00%	578	2.213	2.183
Investments							
Cash and Accrued Interest							
Passbook/Checking (not included in yield calculations)	4,781,476.48	4,781,476.48	4,781,476.48		1	1.000	0.986
Accrued Interest at Purchase *		0.00	0.00				
Ending Accrued Interest		1,921,198.51	1,921,198.51				
Subtotal		6,702,674.99	6,702,674.99				
	379,798,046.44	382,854,114.95	381,288,607.10		578	2.213	2.183
Total Cash and Investments Value							

Total Earnings	September 30 Month Ending	Fiscal Year To Date	
Current Year	665,784.62	2,091,038.64	* 5,525.00 Accrued at Purchase is Included in Book Value.

Average Daily Balance	361,925,035.10	384,045,797.98
Effective Rate of Return	2.24%	2.16%

The Pooled Portfolio was in compliance during the quarter ending September 30, 2019, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2019. Market prices are provided by Union Bank of California and are as of the last business day of the month. Ratings listed in the Portfolio Reports are issued by Moody's Rating Agency. If you have any questions about the Pooled Investment Fund, please call Tammy Phelps, Assistant Director of Finance - Treasury, at (559) 852-2462.

James P. Erb, CPA, Kings County Director of Finance

11-14-2019

Reporting period 09/01/2019-09/30/2019

Run Date: 10/16/2019 - 08:15

Portfolio POOL
RC
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.5

Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
September 30, 2019

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3135GOR39	160023	Federal Nat'l Mortgage Assoc.		11/15/2016	2,000,000.00	1,998,800.00	1,997,161.47	1.000	AAA	1.272	23	10/24/2019
3130A7QP3	150062	Federal Home Loan Banks		04/25/2016	2,000,000.00	1,999,340.00	2,000,000.00	1.350	AAA	1.332	24	10/25/2019
3135G0J95	150063	Federal Nat'l Mortgage Assoc.		04/28/2016	2,000,000.00	1,999,060.00	2,000,000.00	1.350	AAA	1.332	27	10/28/2019
3136G4EM1	160013	Federal Nat'l Mortgage Assoc.		10/28/2016	2,000,000.00	1,998,940.00	2,000,000.00	1.250	AAA	1.233	27	10/28/2019
3136G4FY4	160015	Federal Nat'l Mortgage Assoc.		11/08/2016	2,000,000.00	1,998,520.00	2,000,000.00	1.250	AAA	1.233	38	11/08/2019
3130AA3R7	160027	Federal Home Loan Banks		11/17/2016	2,000,000.00	1,998,640.00	2,000,047.97	1.375	AAA	1.351	45	11/15/2019
3133EGJ30	160020	Federal Farm Credit Bank		11/18/2016	2,000,000.00	1,997,960.00	2,000,000.00	1.100	AAA	1.085	48	11/18/2019
3136G3Z40	160007	Federal Nat'l Mortgage Assoc.		08/22/2016	2,000,000.00	1,997,760.00	2,000,000.00	1.200	AAA	1.184	52	11/22/2019
3136G3MK8	150070	Federal Nat'l Mortgage Assoc.		05/25/2016	2,000,000.00	1,998,060.00	2,000,000.00	1.350	AAA	1.332	55	11/25/2019
3136G3RC1	150078	Federal Nat'l Mortgage Assoc.		05/27/2016	2,000,000.00	1,998,200.00	2,000,000.00	1.400	AAA	1.381	55	11/25/2019
3136G3LV5	150069	Federal Nat'l Mortgage Assoc.		05/26/2016	2,000,000.00	1,998,260.00	2,000,000.00	1.350	AAA	1.332	56	11/26/2019
3134GAWS9	160018	Federal Home Loan Mort. Co.		11/29/2016	2,000,000.00	1,997,660.00	2,000,000.00	1.200	AAA	1.184	59	11/29/2019
3130AA4M7	160026	Federal Home Loan Banks		12/02/2016	2,000,000.00	1,999,320.00	2,000,000.00	1.500	AAA	1.479	62	12/02/2019
3133EGT88	160040	Federal Farm Credit Bank		12/12/2016	2,000,000.00	1,998,480.00	2,000,000.00	1.450	AAA	1.430	72	12/12/2019
3136G3RL1	150077	Federal Nat'l Mortgage Assoc.		06/16/2016	2,000,000.00	1,998,720.00	2,000,000.00	1.500	AAA	1.479	76	12/16/2019
3133EGW92	160047	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,998,560.00	2,000,000.00	1.500	AAA	1.479	79	12/19/2019
3136G3RP2	150082	Federal Nat'l Mortgage Assoc.		06/23/2016	2,000,000.00	1,997,620.00	2,000,000.00	1.500	AAA	1.479	83	12/23/2019
3136G4JK0	160035	Federal Nat'l Mortgage Assoc.		12/27/2016	2,000,000.00	1,996,980.00	2,000,000.00	1.550	AAA	1.529	87	12/27/2019
3130AADC9	160039	Federal Home Loan Banks		12/30/2016	2,000,000.00	1,998,260.00	2,000,000.00	1.500	AAA	1.479	90	12/30/2019
3134GAYY4	160025	Federal Home Loan Mort. Co.		12/30/2016	2,000,000.00	1,998,020.00	2,000,000.00	1.500	AAA	1.479	90	12/30/2019
3133EG3J2	160045	Federal Farm Credit Bank		01/10/2017	2,000,000.00	1,997,920.00	1,999,963.33	1.550	AAA	1.532	101	01/10/2020
3136G4KM4	160043	Federal Nat'l Mortgage Assoc.		01/17/2017	2,000,000.00	1,998,900.00	2,000,000.00	1.750	AAA	1.726	108	01/17/2020
3136G3J55	160001	Federal Nat'l Mortgage Assoc.		07/27/2016	2,000,000.00	1,995,920.00	1,999,785.71	1.270	AAA	1.274	118	01/27/2020
3133EG5R2	160052	Federal Farm Credit Bank		02/06/2017	2,000,000.00	1,998,940.00	2,000,000.00	1.670	AAA	1.647	128	02/06/2020
3133EJCN7	170017	Federal Farm Credit Bank		03/15/2018	3,000,000.00	3,002,610.00	2,996,559.36	2.070	AAA	2.274	136	02/14/2020
3130A9W49	160017	Federal Home Loan Banks		11/25/2016	2,000,000.00	1,995,480.00	2,000,000.00	1.250	AAA	1.233	146	02/24/2020
3130ADR61	170019	Federal Home Loan Banks		03/16/2018	3,000,000.00	3,005,640.00	2,998,828.73	2.270	AAA	2.318	157	03/06/2020
313378J77	160028	Federal Home Loan Banks		11/17/2016	2,000,000.00	2,000,120.00	2,004,819.06	1.875	AAA	1.361	164	03/13/2020
3134GBEB4	160058	Federal Home Loan Mort. Co.		03/30/2017	2,000,000.00	1,999,020.00	2,000,000.00	1.700	AAA	1.677	178	03/27/2020
3130AB4C7	160060	Federal Home Loan Banks		04/24/2017	2,000,000.00	1,998,460.00	2,000,000.00	1.700	AAA	1.677	206	04/24/2020
3136G4FG3	160014	Federal Nat'l Mortgage Assoc.		10/27/2016	2,000,000.00	1,994,680.00	2,000,000.00	1.375	AAA	1.356	209	04/27/2020
3130AAK56	160046	Federal Home Loan Banks		01/30/2017	2,000,000.00	1,998,200.00	2,000,000.00	1.750	AAA	1.726	212	04/30/2020
3137EADR7	160030	Federal Home Loan Mort. Co.		11/17/2016	2,000,000.00	1,994,120.00	1,999,901.61	1.375	AAA	1.361	213	05/01/2020
3133EGD69	160019	Federal Farm Credit Bank		11/07/2016	2,000,000.00	1,994,000.00	1,999,714.29	1.320	AAA	1.316	219	05/07/2020
3130A9VT5	160016	Federal Home Loan Banks		11/22/2016	2,000,000.00	1,992,540.00	2,000,000.00	1.250	AAA	1.233	234	05/22/2020
3136G4JB0	160033	Federal Nat'l Mortgage Assoc.		11/30/2016	2,000,000.00	1,997,120.00	2,000,000.00	1.625	AAA	1.603	238	05/26/2020

g.s.

Portfolio POOL
RC
PM (PRF_PM2) 7.3.0

Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
September 30, 2019

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3134GAYM0	160022	Federal Home Loan Mort. Co.		11/28/2016	2,000,000.00	1,993,900.00	2,000,000.00	1.400	AAA	1.381	240	05/28/2020
3133EGP33	160032	Federal Farm Credit Bank		12/01/2016	2,000,000.00	1,997,740.00	2,000,000.00	1.650	AAA	1.627	244	06/01/2020
313383HU8	160034	Federal Home Loan Banks		11/30/2016	2,000,000.00	1,998,580.00	2,005,201.89	1.750	AAA	1.462	255	06/12/2020
3130ABNQ5	160066	Federal Home Loan Banks		06/28/2017	2,000,000.00	1,996,640.00	1,999,666.05	1.625	AAA	1.620	269	06/26/2020
3130ABPV2	160068	Federal Home Loan Banks		06/30/2017	2,000,000.00	1,999,100.00	2,000,000.00	1.690	AAA	1.667	272	06/29/2020
3136G4JN4	160036	Federal Nat'l Mortgage Assoc.		12/29/2016	2,000,000.00	2,000,240.00	2,000,000.00	1.700	AAA	1.677	272	06/29/2020
3133EHSE4	170000	Federal Farm Credit Bank		07/24/2017	2,000,000.00	1,998,200.00	2,000,000.00	1.700	AAA	1.677	297	07/24/2020
3136G4LG6	160055	Federal Nat'l Mortgage Assoc.		02/28/2017	2,000,000.00	1,997,040.00	2,000,000.00	1.800	AAA	1.775	332	08/28/2020
313370US5	180013	Federal Home Loan Banks		12/10/2018	3,000,000.00	3,028,410.00	3,002,704.28	2.875	AAA	2.742	346	09/11/2020
3130ACE26	180041	Federal Home Loan Banks		04/15/2019	3,000,000.00	2,986,320.00	2,969,066.16	1.375	AAA	2.397	363	09/28/2020
3135G0U84	180042	Federal Nat'l Mortgage Assoc.		04/15/2019	3,000,000.00	3,032,460.00	3,019,936.22	2.875	AAA	2.387	395	10/30/2020
3134GB6C1	170010	Federal Home Loan Mort. Co.		12/18/2017	3,000,000.00	3,005,790.00	3,000,000.00	2.000	AAA	1.973	444	12/18/2020
3134GBSW3	160067	Federal Home Loan Mort. Co.		06/28/2017	2,000,000.00	1,998,840.00	1,999,827.75	1.750	AAA	1.732	448	12/22/2020
3134GB5E8	170009	Federal Home Loan Mort. Co.		12/28/2017	3,000,000.00	3,005,790.00	3,000,000.00	2.000	AAA	1.973	454	12/28/2020
3130ADC26	170013	Federal Home Loan Banks		01/29/2018	3,000,000.00	2,998,500.00	3,000,000.00	2.200	AAA	2.170	486	01/29/2021
3133EKCS3	180043	Federal Farm Credit Bank		04/15/2019	3,000,000.00	3,031,350.00	3,006,092.71	2.550	AAA	2.377	527	03/11/2021
3133EJ2S7	180014	Federal Farm Credit Bank		12/12/2018	3,000,000.00	3,040,800.00	2,997,460.00	2.770	AAA	2.791	528	03/12/2021
3133EKEN2	180029	Federal Farm Credit Bank		03/26/2019	3,000,000.00	3,006,720.00	3,000,000.00	2.520	AAA	2.485	542	03/26/2021
3133EKEN2	180030	Federal Farm Credit Bank		03/26/2019	3,000,000.00	3,006,720.00	3,000,000.00	2.520	AAA	2.485	542	03/26/2021
3134GTXD0	190003	Federal Home Loan Mort. Co.		07/02/2019	3,000,000.00	3,000,090.00	3,000,000.00	2.100	AAA	2.071	640	07/02/2021
3130AFCU9	180008	Federal Home Loan Banks		11/26/2018	3,000,000.00	3,004,830.00	2,997,500.00	3.125	Aaa	3.117	787	11/26/2021
3133EJ5Q8	180018	Federal Farm Credit Bank		01/24/2019	3,000,000.00	3,003,810.00	3,000,000.00	2.800	AAA	2.762	846	01/24/2022
313378WG2	180044	Federal Home Loan Banks		04/15/2019	3,000,000.00	3,061,800.00	3,008,254.88	2.500	AAA	2.352	892	03/11/2022
3133EKSW7	190002	Federal Farm Credit Bank		07/01/2019	3,000,000.00	3,000,060.00	3,000,000.00	2.280	AAA	2.249	913	04/01/2022
3133EKGW0	180040	Federal Farm Credit Bank		04/22/2019	3,000,000.00	3,010,080.00	3,000,000.00	2.530	AAA	2.495	934	04/22/2022
3133EKTA4	190001	Federal Farm Credit Bank		07/01/2019	3,000,000.00	3,003,510.00	3,000,000.00	2.090	AAA	2.061	1,004	07/01/2022
3133EKQ90	190013	Federal Farm Credit Bank		09/23/2019	3,000,000.00	3,000,990.00	3,000,000.00	2.000	AAA	1.973	1,088	09/23/2022
3133EJ5R6	180019	Federal Farm Credit Bank		01/23/2019	3,000,000.00	3,009,870.00	3,000,000.00	2.990	AAA	2.949	1,210	01/23/2023
3130AFTK3	180022	Federal Home Loan Banks		02/06/2019	3,000,000.00	3,009,270.00	3,000,000.00	2.960	AAA	2.919	1,224	02/06/2023
3134GTBX0	180039	Federal Home Loan Mort. Co.		04/17/2019	3,000,000.00	3,011,970.00	3,000,000.00	2.500	AAA	2.466	1,294	04/17/2023
3134GTC68	190008	Federal Home Loan Mort. Co.		07/17/2019	3,000,000.00	3,005,970.00	3,000,000.00	2.220	AAA	2.190	1,385	07/17/2023
3134GTFW8	180038	Federal Home Loan Mort. Co.		04/24/2019	3,000,000.00	3,017,190.00	3,000,000.00	2.560	AAA	2.525	1,392	07/24/2023
3134GS6U4	180026	Federal Home Loan Mort. Co.		03/22/2019	2,000,000.00	2,016,340.00	2,000,000.00	2.750	AAA	2.712	1,452	09/22/2023
3134GTXA6	190004	Federal Home Loan Mort. Co.		07/08/2019	3,000,000.00	3,006,000.00	3,000,000.00	2.000	AAA	1.973	1,560	01/08/2024
3134GTS61	190011	Federal Home Loan Mort. Co.		08/05/2019	3,000,000.00	3,004,260.00	3,000,000.00	2.100	AAA	2.071	1,588	02/05/2024
3134GS7D1	180027	Federal Home Loan Mort. Co.		03/26/2019	3,000,000.00	3,034,470.00	3,000,000.00	2.700	AAA	2.663	1,638	03/26/2024

Portfolio POOL
RC
PM (PRF_PM2) 7.3.0

Kings County Investment Pool
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3134GS6X8	180028	Federal Home Loan Mort. Co.		03/27/2019	3,000,000.00	3,012,600.00	3,000,000.00	2.800	AAA	2.762	1,639	03/27/2024
3134GTCJ0	180032	Federal Home Loan Mort. Co.		04/01/2019	3,000,000.00	3,000,000.00	3,000,000.00	2.750	AAA	2.712	1,644	04/01/2024
3133EKFS0	180033	Federal Farm Credit Bank		04/03/2019	3,000,000.00	3,000,120.00	3,000,000.00	2.690	AAA	2.653	1,646	04/03/2024
3134GTEC3	180035	Federal Home Loan Mort. Co.		04/03/2019	3,000,000.00	3,010,380.00	3,000,000.00	2.750	AAA	2.712	1,646	04/03/2024
3134GTES8	180037	Federal Home Loan Mort. Co.		04/03/2019	3,000,000.00	3,000,120.00	3,000,000.00	2.820	Aaa	2.781	1,646	04/03/2024
3134GTCD3	180034	Federal Home Loan Mort. Co.		04/15/2019	3,000,000.00	3,011,070.00	3,000,000.00	2.650	AAA	2.614	1,658	04/15/2024
3134GTCQ4	180036	Federal Home Loan Mort. Co.		04/30/2019	3,000,000.00	3,011,400.00	3,000,000.00	2.700	AAA	2.663	1,673	04/30/2024
3130AGKB0	180049	Federal Home Loan Banks		06/05/2019	5,000,000.00	5,017,600.00	5,000,000.00	2.550	AAA	2.515	1,709	06/05/2024
3130AGL45	180050	Federal Home Loan Banks		06/21/2019	3,000,000.00	3,014,040.00	3,000,000.00	2.250	AAA	2.219	1,725	06/21/2024
3133EKTT3	190005	Federal Farm Credit Bank		07/08/2019	3,000,000.00	3,005,850.00	3,000,000.00	2.230	AAA	2.199	1,742	07/08/2024
3134GTZN6	190006	Federal Home Loan Mort. Co.		07/08/2019	3,000,000.00	3,002,160.00	3,000,000.00	2.375	AAA	2.342	1,742	07/08/2024
3134GTB51	190007	Federal Home Loan Mort. Co.		07/15/2019	3,000,000.00	3,006,330.00	3,000,000.00	2.300	AAA	2.268	1,749	07/15/2024
3134GTS20	190010	Federal Home Loan Mort. Co.		08/02/2019	3,000,000.00	3,013,320.00	3,000,000.00	2.070	AAA	2.042	1,767	08/02/2024
3134GTQ30	190009	Federal Home Loan Mort. Co.		08/05/2019	3,000,000.00	3,006,660.00	3,000,000.00	2.250	AAA	2.219	1,770	08/05/2024
3130AGWU5	190012	Federal Home Loan Banks		08/21/2019	3,000,000.00	2,985,060.00	3,000,000.00	2.000	AAA	1.973	1,786	08/21/2024
3134GUEG1	190014	Federal Home Loan Mort. Co.		09/30/2019	3,000,000.00	2,998,440.00	3,000,000.00	2.000	AAA	1.973	1,826	09/30/2024
Subtotal and Average			222,767,752.49		222,000,000.00	222,349,630.00	222,002,491.47			2.040	770	
LAIF - Local Agency Investment Pool												
SYS990001	990001	Local Agency Investment Fund			63,000,000.00	63,000,000.00	63,000,000.00	2.340	N/R	2.308	1	
Subtotal and Average			64,066,666.67		63,000,000.00	63,000,000.00	63,000,000.00			2.308	1	
Medium Term Notes												
931142DY6	170007	Wal-Mart Stores		11/21/2017	3,000,000.00	2,999,700.00	2,998,574.34	1.750	Aa2	1.822	8	10/09/2019
89236TDH5	170005	Toyota Motor Credit Corp.		11/16/2017	3,000,000.00	2,999,250.00	2,995,489.60	1.550	Aa3	1.832	17	10/18/2019
037833AX8	160038	Apple Inc		12/06/2016	2,000,000.00	1,997,060.00	1,996,464.96	1.550	Aa1	1.894	129	02/07/2020
594918AY0	170011	Microsoft Corp		12/21/2017	3,000,000.00	2,997,480.00	2,997,198.44	1.850	Aaa	2.013	134	02/12/2020
037833CS7	170006	Apple Inc		11/16/2017	3,000,000.00	2,998,020.00	2,993,423.46	1.800	Aa1	1.998	223	05/11/2020
594918AH7	180016	Microsoft Corp		12/12/2018	3,000,000.00	3,033,990.00	3,003,993.84	3.000	Aaa	2.867	366	10/01/2020
594918BG8	170008	Microsoft Corp		11/21/2017	3,000,000.00	3,004,980.00	2,997,254.24	2.000	Aaa	2.035	399	11/03/2020
89236TFQ3	180023	Toyota Motor Credit Corp.		03/18/2019	3,000,000.00	3,045,060.00	3,019,240.62	3.050	Aa3	2.572	465	01/08/2021
037833BS8	170012	Apple Inc		12/21/2017	3,000,000.00	3,013,650.00	2,998,155.87	2.250	Aa1	2.261	511	02/23/2021
084670BQ0	170022	Berkshire Hathaway		04/09/2018	3,000,000.00	3,015,570.00	2,981,007.95	2.200	Aa2	2.605	531	03/15/2021
89236TEU5	180025	Toyota Motor Credit Corp.		03/18/2019	2,000,000.00	2,032,220.00	2,011,964.56	2.950	Aa3	2.604	560	04/13/2021
89236TDP7	180021	Toyota Motor Credit Corp.		01/22/2019	4,000,000.00	4,063,320.00	3,961,979.42	2.600	Aa3	2.959	833	01/11/2022
084670BF4	180007	Berkshire Hathaway		11/13/2018	4,000,000.00	4,146,160.00	4,011,201.38	3.400	Aa2	3.232	853	01/31/2022

**Kings County Investment Pool
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes												
037833AY6	180005	Apple Inc		08/01/2018	2,000,000.00	2,015,120.00	1,958,548.90	2.150	Aa1	2.989	862	02/09/2022
478160CD4	180046	JOHNSON & JOHNSON		05/07/2019	3,000,000.00	3,035,220.00	2,981,663.39	2.250	Aaa	2.470	884	03/03/2022
037833CQ1	180024	Apple Inc		03/18/2019	3,000,000.00	3,035,520.00	2,971,546.34	2.300	Aa1	2.595	953	05/11/2022
931142DU4	180006	Wal-Mart Stores		08/02/2018	3,000,000.00	3,042,300.00	2,922,910.11	2.350	Aa2	3.098	1,171	12/15/2022
931142DU4	180031	Wal-Mart Stores		04/01/2019	3,000,000.00	3,042,300.00	2,993,936.13	2.350	Aa2	2.377	1,171	12/15/2022
084670BJ6	170036	Berkshire Hathaway		06/29/2018	3,000,000.00	3,108,120.00	2,987,331.77	3.000	Aa2	3.087	1,229	02/11/2023
084670BR8	170030	Berkshire Hathaway		04/23/2018	3,000,000.00	3,075,390.00	2,956,536.44	2.750	Aa2	3.156	1,261	03/15/2023
931142DH3	180045	Wal-Mart Stores		05/07/2019	3,000,000.00	3,061,020.00	2,994,365.00	2.550	Aa2	2.614	1,288	04/11/2023
89236TDK8	180011	Toyota Motor Credit Corp.		12/04/2018	3,000,000.00	3,023,790.00	2,834,083.92	2.250	Aa3	3.551	1,478	10/18/2023
Subtotal and Average			64,561,243.24		65,000,000.00	65,785,240.00	64,566,870.68			2.590	706	
BofW MMA Deposit Account												
SYS999993	999993	Bank of the West		07/01/2019	25,016,569.96	25,016,569.96	25,016,569.96	1.944		1.917	1	
Subtotal and Average			10,369,990.15		25,016,569.96	25,016,569.96	25,016,569.96			1.917	1	
Total and Average			361,765,652.55		375,016,569.96	376,151,439.96	374,585,932.11			2.172	578	

J.S.

Portfolio POOL
RC
PM (PRF_PM2) 7.3.0

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider award of the electric buses bid.

PURPOSE:

The District solicited bids for 5 electric buses with the specifications detailed by the California Energy Commission (CEC) and the District. There was one vendor that responded with the lowest bidders as follows:

Type C bus with wheel chair lift (each)	\$ 341,672.06 plus tax
Type D bus (each)	\$ 350,848.65 plus tax

FISCAL IMPACT:

The total cost of the five buses at the amounts to \$1,871,584 and the CEC grant will cover \$1,648,163 with the District's Pupil Transportation Equipment Fund covering the difference. There may be some additional costs once additional options have been reviewed and selected.

RECOMMENDATIONS:

Award the bids for electric buses.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/09/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/18/2019

ITEM:

Consider adoption of Resolution #16-20, which allows the District to apply for funding from the Volkswagen Mitigation Trust Fund.

PURPOSE:

The San Joaquin Valley Air Pollution Control District is administering the Volkswagen Mitigation Trust Fund for Electric School Buses and currently accepting applications. This program provides funding for school districts to replace gasoline, diesel, compressed natural gas school buses with electric school buses.

FISCAL IMPACT:

There will be upfront costs associated with the purchase of a new electric school bus with up to \$400,000 being reimbursed by the Volkswagen Mitigation Trust Fund. The desired bus configuration should cost less than the grant amount.

RECOMMENDATIONS:

Adopt Resolution #16-20, which allows the District to apply for funding from the Volkswagen Mitigation Trust Fund.

It was approved by the Hanford Elementary School District Governing Board, that the following Resolution be adopted:

**RESOLUTION AUTHORIZING THE HANFORD ELEMENTARY SCHOOL DISTRICT
TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH
RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL PROGRAMS,
PROJECTS OR GRANTS**

RESOLUTION #16-20

WHEREAS, Several Local, State and Federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, Hanford Elementary School District Governing Board must authorize someone by resolution, as the “Authorized Individual” to make application and administer the Volkswagen Environmental Mitigation Trust Funds;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary School District Governing Board hereby authorizes David Endo to make application for, to sign required assurances, and to administer the Volkswagen Environmental Mitigation Trust Funds with respect to applications for Local, State and Federal programs, projects or grants, on behalf of this School District.

The foregoing Resolution was passed and adopted by the Hanford Elementary School District Governing Board at a regular meeting thereof, held on the 18th day of December, 2019.

Ayes:

Noes:

Absent:

Tim Revious, President