

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 11, 2020

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# 20-06 Washington
- **Personnel** *(Pursuant to Government Code 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code Provisions)*
 - Public Employee Discipline/Dismissal/Release (GC 54957)

OPEN SESSION

- Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated April 21, 2020 and March 28, 2020.
- b) Approve minutes of Regular Board Meeting held on April 26, 2020.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1,100.00 from Washington PTC.

3. INFORMATION ITEMS

- a) Receive for information the monthly financial report for the period of 07/01/2019 – 02/29/2020 (Endo)

- b) Receive for information the following revised Administrative Regulation: (Martinez)
 - AR 4030 – Nondiscrimination in Employment
- c) Receive for information the following revised Board Policy: (Martinez)
 - BP 4033 – Lactation Accommodation
- d) Receive for information the following revised Board Policy: (Martinez)
 - BP 4151 – Employee Compensation

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 0450 – Comprehensive Safety Plan
- b) Consider approval of the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5117 – Interdistrict Transfers
- c) Consider approval of the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5144 – Discipline

5. PERSONNEL (Martinez)

a) Employment

Temporary Employees/Substitutes

- James Camacho, Substitute Licensed Vocational Nurse, effective 3/6/20
 - Kristin Brieno, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 3/2/20 to 4/3/20
 - Guadalupe Gutierrez, Substitute READY Program Tutor, effective 2/19/20
 - Audussie Martinez, Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 2/24/20 to 4/3/20
 - Judie Morgan, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 3/2/20 to 4/3/20
 - Carolina Munoz Gomez, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 2/25/20 to 4/3/20
 - Violeta Naranjo, Short-term Yard Supervisor – .75 hr., (M,T,Th,F), Wilson, effective 3/2/20 to 4/3/20
 - Lira Nunes, Substitute Licensed Vocational Nurse, effective 3/6/20
 - Rosie Ochoa, Short-term Yard Supervisor – .75 hr., Wilson, effective 3/2/20 to 4/3/20
 - Alondra Iniguez Perez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 2/24/20 to 4/3/20
 - Vanessa Villalobos, Substitute READY Program Tutor and Translator: Oral Interpreter, effective 2/18/20
- b) Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594
 - Erin Aguilar, 8th Grade Boys Baseball, Kennedy, effective 2/24/20 to 5/13/20
 - Freddie Va'sili, 7th Grade Girls Softball Coach, Wilson, effective 2/27/20 to 5/13/20
 - c) Resignations
 - Danielle Ames, Teacher, Lincoln, effective 6/5/20
 - Yolanda Bernal, Teacher, Richmond, effective 6/5/20
 - Monica Cano, Teacher, Lincoln, effective 6/5/20
 - Tyler Lourenco, Teacher, Washington, effective 6/5/20
 - Raquel Ramirez, READY Program Tutor – 4.5 hrs., Hamilton, effective 3/13/20
 - Lindsey Silva, Teacher, King, effective 6/5/20
 - Vanessa Villalobos, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/17/20

d) Retirement

- Anne Cauthen, Licensed Vocational Nurse – 6.0 hrs., Washington, effective 6/5/20

e) Termination due to Failure to Complete Requirements to Remain on Substitute List

- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 8/17/19
- Kylee Berna, Substitute READY Program Tutor, effective 3/11/19
- Fronerricka "Tobi" Farley, Substitute Alternative Education Program Aide, Special Education Aide, and Yard Supervisor, effective 8/13/19
- Oscar Galloway, Substitute Custodian I and READY Program Tutor, effective 6/4/19
- Miralla Garibay, Substitute Yard Supervisor, effective 3/19/19
- Cedric Harbor, Substitute Custodian I and Yard Supervisor, effective 5/4/19
- Stephanie Ibarra, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 5/31/19
- Emily Lerma, Substitute Custodian I and Yard Supervisor, effective 1/17/20
- Anahi Linan, Substitute Yard Supervisor, effective 5/13/19
- Eddie Parra, Substitute Custodian I, effective 2/13/19
- Olga Ramirez, Substitute Clerk Trainee, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/19/19
- Kimberly Alvarez Rodriguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 10/10/19
- Elijah Ruiz-Davis, Substitute Yard Supervisor, effective 5/9/19
- Jade Smith, Substitute Yard Supervisor, effective 2/15/19
- Susanne Springer, Substitute Clerk Typist II and Yard Supervisor, effective 6/6/19
- Zachary Stewart, Substitute Custodian II, effective 2/12/19
- Jorge Valtierra, Substitute Groundkeeper II, effective 11/2/19
- Maria Villa, Substitute Bilingual clerk Typist II, Clerk Typist II, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 4/5/19
- Patricia "Kathie" Woughter, Substitute Yard Supervisor, effective 6/3/19

f) Temporary Out of Class

- Ada Portilla, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Simas, effective 2/24/20 to 3/6/20

g) Volunteers

<u>Name</u>	<u>School</u>
Chanel Edwards	Jefferson
Yuri Fortin	Jefferson
Jesus Maya	Jefferson
Maria Teruel	Jefferson
Erica Tijero	King
Sandra Espinoza	Lincoln
Sonia Ramirez (HESD Employee)	Simas
Mercedes Reyna	Simas
Amy Arevalo (HESD Employee)	Washington
Emma Lopez	Washington
Maria Calderon	Wilson

6. FINANCIAL (Endo)

None

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: March 2, 2020

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

Date you wish to have your item considered: March 11, 2020

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 20-06 Washington

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/02/2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/11/2020

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 02/21/20 and 02/28/20

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 02/21/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12631300	1142	MICHELE ALEXANDER Travel & Conf/Mileage	\$76.53
12631301	6253	AT&T Telephone	\$60.76
12631302	7399	BIMBO BAKERIES USA Food	\$2,213.00
12631303	7470	BRAVERY CREATIONS Sports/Science Shirts	\$420.42
12631304	7366	BRECK'S ELECTRIC MOTORS INC. Maintenance Supplies	\$248.00
12631305	236	STATE OF CALIFORNIA Other Services	\$1,046.00
12631306	324	CHILDS & COMPANY INC. Maintenance Supplies	\$315.91
12631307	344	CMEA TREASURER CENTRAL SECTION Band Entry Fee	\$200.00
12631308	6914	CSRMF Study Trip	\$400.00
12631309	6486	CARA CUMMINGS Travel & Conf	\$133.00
12631310	5354	DIANNE DIAS Allowance	\$200.00
12631311	7511	KAYLA DUPREE Travel & Conf	\$133.00
12631312	3043	ENCHANTED PLAYHOUSE Study Trip	\$672.00
12631313	3043	ENCHANTED PLAYHOUSE Study Trip	\$672.00
12631314	7539	YURI FORTIN Other Services	\$35.00
12631315	1769	FRESNO PRODUCE Food	\$19,898.24
12631316	3956	FUN WORKS Inst'l Consultant	\$400.00
12631317	556	JOY GABLER Travel & Conf	\$127.86
12631318	4225	KAYE GARRISON Allowance	\$33.54
12631319	1393	GAS COMPANY Gas	\$3,040.84
12631320	7528	GLOBAL EQUIPMENT COMPANY INC Warehouse Matls	\$739.77
12631321	591	GOLD STAR FOODS Food	\$21,077.98
12631322	1816	LUCY GOMEZ Books	\$28.60
12631323	686	JERI HIGDON Travel & Conf/Mileage	\$42.03
12631324	5882	LINDSAY HOWELL Allowance	\$89.84
12631325	2528	INDUSTRIAL PLUMBING SUPPLY Maintenance Supplies	\$377.41
12631326	796	KINGS COUNTY OFFICE OF ED Other Services	\$140.00
12631327	7312	MATTHEW KNEVELBAARD Mileage	\$49.34
12631328	6236	ALEXANDRIA LEMOS Allowance	\$174.58
12631329	7541	ERICK MCRAE Payroll	\$48.59
12631330	7041	MUSIC & ARTS Band Matls	\$321.59
12631331	7424	ODELL PLANNING & RESEARCH INC Other Services	\$3,720.00
12631332	5111	P & R PAPER SUPPLY COMPANY INC Food/Kitchen Supplies	\$6,329.79
12631333	1168	PRODUCERS DAIRY PRODUCTS Food	\$11,572.44
12631334	7346	RMA GEOSCIENCE INC. Land Improvements	\$2,654.50
12631335	6207	KATHLEEN SALYER Travel & Conf	\$133.00
12631336	1303	SAVE MART SUPERMARKETS Food	\$104.97
12631337	5079	SCHOOL KIDS HEALTHCARE Warehouse	\$145.59
12631338	7113	AMANDA SEWELL Allowance	\$200.00
12631339	1362	SIMON & SON PUMPING Repairs	\$570.00
12631340	1801	SMART & FINAL STORES (HFD KIT) Food	\$49.65
12631341	1389	PATRICIA SOPER Travel & Conf/Mileage	\$391.18
12631342	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$7,685.36
12631343	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$1,489.91
12631344	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$47,410.24
12631345	6289	ASHLEY STOKES Instl Matls	\$19.99
12631346	1444	SYSCO FOODSERVICES OF MODESTO Food	\$17,942.19
12631347	3665	THE TECH INTERACTIVE Study Trip	\$156.00

**Warrant Register For Warrants
Dated 02/21/2020**

Warrant Number	Vendor Number	Vendor Name	Amount
12631348	3665	THE TECH INTERACTIVE Study Trip	\$48.00
12631349	7540	MARIA TERUEL Other Services	\$35.00
12631350	6671	TULARE COUNTY OFFICE OF EDUCATION Other Services	\$200.00
12631351	2870	WARD'S NATURAL SCIENCE Instl Matls	\$77.71
12631352	7229	LEANN WILLIAMSON Travel & Conf/Mileage	\$391.18
Total Amount of All Warrants:			\$154,742.53

Credit Card Register For Payments
Dated 02/21/2020

Document Number	Vendor Number	Vendor Name	Amount
14028145	273	CASBO Travel & Conf	\$810.00
14028146	5184	DRISKELL'S APPLIANCE Maintenance Matls	\$97.33
14028147	5280	J&E RESTAURANT SUPPLY INC Kitchen Supplies	\$201.34
14028148	827	LA TAPATIA TORTILLERIA INC. Food	\$720.94
14028149	1071	ORIENTAL TRADING CO. INC. Instl Matls	\$631.95
14028150	1184	PROGUARD SERVICE & SOLUTIONS Kitchen Services	\$156.95
14028151	1753	SMILEMAKERS Instl Matls	\$164.94
14028152	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00

Total Amount of All Credit Card Payments:**\$2,808.45**

Warrant Register For Warrants

Dated 02/28/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632112	6431	AMAZON.COM Instl Matls/Office Supplies/Allowance	\$8,566.07
12632113	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Service	\$3,777.05
12632114	2352	AMS.NET Repairs	\$1,074.89
12632115	6253	AT&T Telephone	\$2,230.57
12632116	3947	ATKINSON ANDELSON LOYA RUUD & ROMO Legal	\$3,311.44
12632117	7418	B-TOKEN USA INC. Instl Matls	\$2,280.00
12632118	3258	BANK OF AMERICA Travel & Conf/Warehouse	\$7,906.96
12632119	3710	KELLY BEKEDAM Allowance	\$36.00
12632120	5895	PEGGY BELL Travel & Conf/Mileage/Allowance	\$423.34
12632121	150	BLINDS ETC. Repairs	\$2,220.07
12632122	4415	HEATHER BRASIL Travel & Conf/Mileage	\$314.75
12632123	162	ANGEL BRAVO Travel & Conf/Mileage	\$297.60
12632124	7323	JOSEPH BRITTON Allowance	\$105.31
12632125	3654	JOSEFA BUSTOS-PELAYO Books	\$963.19
12632126	3465	CATHERINE A CASTANEDA Books/Instl Matls	\$84.43
12632127	1667	CDW GOVERNMENT INC. Tech Matls	\$55.50
12632128	303	CHAFFEE ZOO Study Trip	\$645.00
12632129	3068	DEBRA COLVARD Travel & Conf	\$17.00
12632130	4178	COOK'S COMMUNICATION Radios	\$2,035.16
12632131	5535	CSUF FOUNDATION – CVELI Travel & Conf	\$195.00
12632132	5996	NADIA D'AGOSTINO Allowance	\$200.00
12632133	3567	E.L. ACHIEVE Travel & Conf	\$990.00
12632134	2155	JAVIER ESPINDOLA Travel & Conf	\$79.49
12632135	7543	DANIELA FLORES-CABRALES READY Supplies	\$25.38
12632136	7317	FORENSIC ANALYTICAL SERVICES INC. Buildings & Improvements	\$667.50
12632137	6851	JENNIFER FOSSETT Allowance	\$62.33
12632138	558	CAROL GALLEGOS Travel & Conf/Mileage	\$307.75
12632139	561	ALICE GARCIA Rec Fair Supplies	\$10.68
12632140	1393	GAS COMPANY Gas	\$855.85
12632141	3305	GILBERT ELECTRIC COMPANY Repairs	\$3,370.69
12632142	1816	LUCY GOMEZ Books	\$14.10
12632143	2544	EVA GONZALEZ Travel & Conf	\$54.83
12632144	4300	LESLIE GRIFFITH Science Matls	\$77.70
12632145	3660	ROBERT HEUGLY Mileage	\$684.84
12632146	3784	BEATRIZ HUIZAR Mileage	\$257.60
12632147	2528	INDUSTRIAL PLUMBING SUPPLY Equipment	\$797.81
12632148	1931	KCSBA Travel & Conf	\$90.00
12632149	3760	KINGS COUNTY AIR Repairs	\$4,785.00
12632150	5893	MONICA KRAEMER Parent Inv Matls	\$48.37
12632151	838	LAWRENCE TRACTOR COMPANY Grounds Matls	\$2,235.96
12632152	6224	LAWSON PRODUCTS INC Transportation Matls	\$222.76
12632153	5307	JENNIFER LEVINSON Travel & Conf	\$17.00
12632154	6581	JENNIFER LOCHER Mileage	\$96.91
12632155	7545	ADILENE LOPEZ Travel & Conf/Mileage	\$104.19
12632156	7546	MARIA MALDONADO CALDERON Other Services	\$20.00
12632157	6172	LAUREE MALLARD Mileage	\$85.10
12632158	4704	KELLEY MAYFIELD Mileage	\$81.05
12632159	3373	MARICELA MENDOZA Allowance	\$200.00

Warrant Register For Warrants

Dated 02/28/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632160	5518	AUDREE MERCADO Allowance	\$143.38
12632161	6655	MELISSA NABAYAN Allowance	\$43.40
12632162	6739	NEARPOD INC. Software License	\$1,203.95
12632163	4669	NEW MANAGEMENT Instl Matls	\$80.44
12632164	1058	OFFICE DEPOT Warehouse	\$309.27
12632165	1138	GRACIE PITTMAN Allowance	\$198.98
12632166	7544	ASHLEY POND Allowance	\$121.31
12632167	4686	JOHN PORRAS Allowance	\$200.00
12632168	6946	MARIA PORRAS Allowance	\$190.50
12632169	4465	CYNTHIA PURSELL Parent Inv Matls/Instl Matls	\$434.50
12632170	1204	SHARON RAMSEIER-WILLIAMS Inst'l Consultant	\$1,042.17
12632171	6619	NARCEDELIA ROBERTS Other Services	\$35.87
12632172	1285	SAFETY-KLEEN SYSTEMS INC. Transportation Supplies	\$153.02
12632173	5756	SAN JOAQUIN VALLEY PALEONTOLOGY Study Trip	\$429.00
12632174	6574	MARIBEL SANTIAGO Allowance	\$131.35
12632175	6364	MELISA SCOTT Allowance	\$200.00
12632176	7463	INDIA SIGLE Inst'l Consultant	\$200.00
12632177	3800	SONITROL OF FRESNO Leases	\$3,297.47
12632178	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$38,245.62
12632179	2138	THE TREE HOUSE Warehouse	\$194.12
12632180	1540	VALLEY CHILDREN'S HOSPITAL Travel & Conf	\$70.00
12632181	1558	VERIZON WIRELESS Telephone	\$926.42
12632182	1575	WALMART COMMUNITY RFCSLLC Instl Matls/Homeless Needs	\$2,194.12
12632183	2857	MARLA YADON Travel & Conf	\$17.00

Total Amount of All Warrants:

\$103,044.11

Credit Card Register For Payments

Dated 02/28/2020

Document Number	Vendor Number	Vendor Name	Amount
14028192	176	BSN SPORTS Athletic Supplies	\$420.42
14028193	2103	EDGEWOOD PRESS Instl Matls	\$969.26
14028194	652	HANFORD SENTINEL Other Services	\$429.50
14028195	1111	J W PEPPER & SON INC Band Matls	\$819.34
14028196	806	KINGS COUNTY TROPHY Instl Matls	\$485.31
14028197	4276	LEARNING A-Z Software License	\$6,143.56
14028198	1071	ORIENTAL TRADING CO. INC. Instl Matls	\$1,525.04
14028199	1121	PERMA-BOUND Books	\$1,914.39
14028200	1313	SCHOLASTIC TEACHERS STORE Books	\$367.66
14028201	1350	SIGN WORKS Office Matls	\$416.47
14028202	5391	STARFALL EDUCATION Software License	\$270.00
14028203	1702	TRIPLE J CONCRETE Repairs	\$114.86
14028204	6100	TULARE POLARIS Custodial Matls	\$105.44
14028205	898	WILLIAM V. MACGILL & CO READY Supplies	\$971.10
14028206	1637	WOODWIND & BRASSWIND Band Matls	\$553.36
Total Amount of All Credit Card Payments:			\$15,505.71

Hanford Elementary School District
Minutes of the Regular Board Meeting
February 26, 2020

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 26, 2020 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Strickland 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: Kristina Baldwin, Doug Carlton, Debra Colvard, Kenny Eggert, David Endo, Javier Espindola, Ramiro Flores, Matt Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Jay Strickland, Cruz Sanchez-Leal and Jill Rubalcava.

Student Recognition – Wylee Barajas & Jayleen Chavez District Representative from TJ Cox Congressman's office, Cody Sedano, recognized Wylee Barajas and Jayleen Chavez for Wreaths Across America. He gave thanks to the Board for having him. He presented Wylee and Jayleen with Congressional Certificates and thanked them for their recognition to Kings County Veterans.

Wylee and Jayleen stated they collected donations to honor veterans with wreaths during Christmas. They did it to raise awareness with youth for what veterans have done for us.

The Board thanked them for their hard work.

Student Recognition – Fernando Medina Bill Wilkinson, WW Band Director, recognized Fernando Medina for being named to the California Junior High All-State Honor Band. Bill thanked the Board for having them. He stated it was a privilege teaching Fernando, but it was a teamwork from all 3 band teachers. Since 5th grade Bill saw that Fernando was going to be excellent. He applied for All-State Honor Band in 7th grade but missed it by 3. However, Fernando earned 1st Chair with the County Honor Band. He applied for All-State Honor Band for the second time, they found out in January he was selected. Fernando was 1 of 15 student to get chosen from the Central Section of CA. He is the only student from Tulare/Kings County area chosen. Bill added this is the first time since 2015 that a HESD student made all-state. Bill stated this was all possible due to all the hard work Fernando put in. He introduced Fernando who then performed a solo piece for the Board and audience.

Trustee Revious stated Fernando did an awesome job. When three teachers help a student, it shows an example of what we have here in HESD. All should be congratulated.

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

- Student Discipline pursuant to Education Code section 48918
- Public Employee Discipline/Dismissal/Release (GC 54957)

Open Session Trustees returned to open session at 6:19 p.m.

Case #19-30 Trustee Revious moved to revoke readmission for Case #19-30 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 5, 2020. Trustee Garcia seconded; motion carried 5-0:

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

Personnel No action taken by the Board.

Public Hearing At 6:20 p.m. President Strickland opened the Public Hearing: Proposed Increase in Level One Development Fees.

David Endo, Chief Business Official, stated the public hearing is to consider the increase Level One developer fees. Every year the State Allocation Board raises developer fees. On January 22nd increased the fee to \$4.08 per square foot for residential development and \$0.66 for commercial development. These fees are used for the funding construction of school facilities. HESD receives 60% and Hanford High receives 40%. David provide the Board with the study justifying the increase.

President Strickland called for questions from the public, and there being none the Public Hearing was closed at 6:23 p.m.

Public Comments None

Board and Staff Comments Gerry Mulligan, Director of Facilities and Operations, stated the maintenance guys have been working at Monroe School changing the water fountains. They received about 20 'thank you' notes from students. Gerry read one of the cards.

Requests to Address the Board None

Dates to Remember President Strickland reviewed dates to remember: February 27th - All-Star Hoop; March 11th - Regular Board Meeting; March 28th - Science Olympiad

CONSENT ITEMS

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

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

Strickland – Abstain

Trustee REvious then made a motion to approve consent items “a” through “f”.
Trustee Garner seconded; motion carried 5-0:

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

The items approved are as follows:

- a) Warrant listings dated January 31, 2020; February 5, 2020; February 7, 2020; and February 14, 2020.
- b) Minutes of Regular Board Meeting held on February 12, 2020.
- c) Interdistrict transfers as recommended
- d) Donation of \$500.00 from Wonderful Giving and \$449.50 for Box Top.
- e) Donation of \$69.60 from Box Tops.
- f) Donation of \$42.00 from Spirit & Pride.

Trustee Revious thanked all donors.

INFORMATION TIEMS

LCAP: District Goals

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information the Local Control Accountability Plan (LCAP): District Goals. Doug reviewed the LCAP Goal revision for 2020-2023. He presented a PowerPoint presentation highlighting: what a goal is, California’s eight State Priorities, the District’s five current goals, how the District’s goals align with State Priorities, the District’s current goals categorized, and recommendations moving forward.

- Goal 1: No change
Students will receive a broad educational program that includes English language arts, mathematics, science, history, visual and performing arts, and physical education.
- Goal 2:
Current Goal #2
All students will make progress toward proficiency on the state adopted standards, and that progress will be measured and shared with students, parents, teachers, and administrators.
Revised Goal #2
All students will make progress toward proficiency on the state adopted standards and English learners will make progress learning the English language.
- Goal 3:
Current Goal #3
The district will hire, support, and retain qualified teachers, support staff, and administrators.
Revised Goal #3
The district will support teachers and staff with professional development, training, and collaboration time.

- Goal 4:
Current Goal #4
 Students will attend a safe, well maintained school and will have access to standards aligned materials.
Revised Goal #4
 Students will learn in a safe, well maintained school where they are supported, engaged, and connected to their school.
- Goal 5: No change
 Communication between schools and home will be regular and meaningful.

Trustee Garner asked if the LCAP needs to be signed off my Kings County Office of Education. Doug answered yes.

LCAP Student Focus Group

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information a report from the HESD LCAP Student Focus Group on February 12, 2020. Doug shared a slide show with pictures showing the students in action. He stated student representatives from each school met in the JFK Cafeteria to provide input and recommendations on the LCAP. The Student Focus Group received information on: District's art programs, District's music programs, District's physical education programs and District's support services. The Student Focus Group made the following recommendations: continue to provide art instruction for students, increase the amount of time students participate in art, increase the number of art teachers, implement art clubs at lunch or after school, provide additional opportunities for students to show their art to peers, parents, and the community, continue to provide music instruction for students, increase the number of students who participate in music, implement music education in 4th grade, expand outreach for music programs, increase the variety and genres of music, make instruments available for students who cannot afford them, implement study trips to musical performances and concerts for all students, continue to provide support services to students including nursing, counseling and social work, provide information to students and their parents about the support services that are available, provide first aid training to students, and provide students with information about various disabilities so they can be more supportive of their peers with disabilities.

PAC Meeting 1/21/20

Doug Carlton, Director of Program Development, Assessment & Accountability, presented for information a report from the District Parent Advisory (PAC) meeting held on January 21, 2020. The PAC received for information: the CA School Accountability System, the CA School Dashboard Local Indicators - instructional materials, facilities, teacher credentialing and the CA School Dashboard State Indicators - chronic absenteeism, suspension rates. The PAC made the following recommendations: continue to treat air conditioning repairs as emergencies, continue to have teacher recruitment events to recruitment qualified teachers, continue to provide services that support students' social and emotional health and wellbeing, ensure that the support systems are reaching students in need, have accountability in place to ensure that supports are reaching students and are effective in decreasing absenteeism, provide outreach, training, and support for parents in parenting skills and strategies that support the social and emotional

wellbeing of their children and continue to provide training for teachers and staff in supporting students' social and emotional health.

DELAC Meeting 1/23/20 Lucy Gomez, Director of Curriculum, presented for information a report from the District English Learner Advisory Committee (DELAC) meeting held on January 23, 2020. The DELAC received for information: the consolidated application for funding, the HESD parent survey, CA's Accountability System and the CA School Dashboard – chronic absenteeism indicator, the suspension rate indicator, programs and services for English learners. The DELAC made the following recommendations: the District set goals for chronic absenteeism, the goal for chronic absenteeism for English learners be moved from orange to yellow on the CA School Dashboard Chronic Absenteeism Indicator, the goal for chronic absenteeism for Hispanic students be moved from yellow to green on the CA School Dashboard Chronic Absenteeism Indicator, the district set goals for suspension rates, the goal for suspension rates for EL students and Hispanic students continues to decline and to remain in the green category and expand services such as Kinder Counts.

BP/AR 0450 Jay Strickland, Director of Child Welfare & Attendance, presented for information the revised Board Policy and Administrative Regulation:

- BP/AR 0450 – Comprehensive Safety Plan

BP/AR 5117 Jay Strickland, Director of Child Welfare & Attendance, presented for information the revised Board Policy and Administrative Regulation:

- BP/AR 5117 – Interdistrict Transfers

BP/AR 5144 Jay Strickland, Director of Child Welfare & Attendance, presented for information the revised Board Policy and Administrative Regulation:

- BP/AR 5144 – Discipline

BOARD POLICIES AND ADMINISTRATION

2020 CSBA Delegate Trustee Garner made a motion to write in Trustee Robert Garcia in the Official 2020 CSBA Delegate Assembly Ballot Sub-region 10-C (Kings County). Trustee Revious seconded; motion carried 5-0:

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

Gonzalez Architects Trustee Garner made a motion to approve the agreement with Gonzalez Architects for architectural services of the new shade structure for Washington Elementary School. Trustee Revious seconded; motion carried 5-0:

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

Comprehensive Safety Plan Trustee Garcia made a motion to rescind the Comprehensive Safety Plan for Schools. Trustee Revious seconded; motion carried 5-0:

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

2020-21 & 2021-22 School Calendar Trustee Garcia made a motion to approve the 2020-2021 and 2021-2022 School Calendar. Trustee Revious seconded; motion carried 5-0:

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

E-Rate Form 471 Trustee Garcia made a motion to approve the E-Rate Form 471 Application for Year 2020 – Internet Access with Kings County Office of Education. Trustee Revious seconded; motion carried 5-0:

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

BP 5021 Trustee Revous made a motion to approve the revised Board Policy 5021 – Noncustodial Parents. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

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

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

Strickland – Yes

The following items were approved:

***Item "a" –
Employment***

Classified

- Susan Ortuzar, Account Technician II – 8.0 hrs., Fiscal Services, effective 2/19/20

Temporary Employees/Substitutes

- Matthew Burrage, Substitute READY Program Tutor, effective 2/13/20
- Jirazel Meza, Substitute Special Education Aide and Yard Supervisor, effective 2/18/20
- Violeta Naranjo, Substitute Yard Supervisor, effective 2/7/20

***Item "b" –
Certification of
Temporary
Athletic Team
Coaches***

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

- Sara Meza, 8th Grade Girls Softball Coach – Kennedy, effective 2/24/20 to 5/13/20

***Item "c" –
Resignations***

- Matthew Burrage, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/12/20
- Nicole Cartledge, Teacher, Washington, effective 6/5/20
- Aimee Ladd, Teacher, Kennedy, effective 6/5/20
- Amanda Little, Teacher on Leave of Absence, effective 2/18/20
- Veronica Rodriguez, Substitute Yard Supervisor, effective 10/10/19
- Nicole Tidwell, Teacher, Monroe, effective 6/5/20

***Item "d" – More
Hours***

- Jenny Delgado, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., Kennedy, effective 2/14/20

***Item "e" –
Volunteers***

<u>Name</u>	<u>School</u>
Fabian Callente	Hamilton
Kim Cole	Hamilton
Lydia Ramirez	Hamilton
Leticia Valdez	Hamilton
Magda Alvarez	King
Udocia Littlejohn (HESD Employee)	King
Stephanie Gomez	Lincoln
Ashley Lopez	Monroe
Esmeralda Gomez	Richmond
Beth Galante	Roosevelt
Johnette Garcia	Roosevelt
Stephanie Ritchie	Simas
Chad Cunha	Washington
Frances Ledesma	Washington
Konny Newton	Washington
Adriana Rocha	Washington

FINANCIAL

Resolution #19-20 Trustee Garcia made a motion to approve the Resolution #19-20 which adopts the Development Fee Justification Study and increase of Level 1 Fee. Trustee Garner seconded; the motion carried 5-0:

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

2nd Interim

David Endo, Chief Business Official, presented a PowerPoint for the 2019-2020 2nd Interim Report. He reviewed the two major components in the Local Control Funding Formula: ADA by grade level and ADA for free/reduced students, foster students and English learner students. He stated nothing has changed. He reviewed the LCFF target, general fund ADA tracking showing a reduction of 11.84, change in LCFF funding due to ADA loss, the general budget comparison, other District funds, the multi-year projection assumptions and what to look forward to.

Trustee Garcia made a motion to approve the 2nd Interim Report. Trustee Revious seconded; the motion carried 5-0:

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

Resolution #18-20

Trustee Garcia made a motion to approve the Resolution #18-20: 2019-2020 Budget Revision – 2nd Interim. Trustee Revious seconded; the motion carried 5-0:

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

Adjournment

There being no further business, President Strickland adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Joy C. Gabler,
 Secretary to the Board of Trustees

Approved:

 Greg Strickland, President

 Tim Revious, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-218	A	Lincoln	Armona	3/02/2020
I-219	A	Kennedy	Lemoore	3/02/2020

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lindsay Hastings

DATE: 2/13/20

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: ~~2/26/20~~ 2/14/20

ITEM: Donation of \$1100.00 from Washington PTC to HESD

PURPOSE: Memorial Bench

FISCAL IMPACT: 0100-1100-0-1110-1000-440000-028-0000

RECOMMENDATIONS: Accept Donation

WASHINGTON PARENT & TEACHER
 PATRIOTS CLUB
 P.O. BOX 1067
 HANFORD, CA 93230
 (559) 585-3805

1754

90-7300/3211

2/13/20

Date

Pay to the
Order of

HESD

\$ 1100.00

one thousand one hundred and 00/100

Dollars

Photo
Safe
Deposit
Details on back

FAST
 FEDERAL CREDIT UNION

312 W. 7TH STREET
 HANFORD, CA 93230-4540
 PHONE 559-584-0922

For: Memorial Bench

[Signature]

⑆321173001⑆

0000188278⑆

1754

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/02/2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/11/2020

ITEM:

Receive for information monthly financial reports for the period of 07/01/2019-02/29/2020.

PURPOSE:

Attached are financial summaries for the District's funds for the period of 07/01/2019-02/29/2020.

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

February 2020

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Fund: 0100 General Fund

		February 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	\$4,739,727.00	\$37,671,954.51	\$62,483,397.00	60.29	39.71
2) Federal Revenues	8100-8299	\$1,659.75	\$2,318,689.20	\$4,186,951.74	55.38	44.62
3) Other State Revenues	8300-8599	\$0.00	\$1,716,579.59	\$6,406,459.60	26.79	73.21
4) Other Local Revenues	8600-8799	\$181,577.27	\$1,401,919.83	\$3,073,139.71	45.62	54.38
5) Total, Revenues		\$4,922,964.02	\$43,109,143.13	\$76,149,948.05	56.61	43.39
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$2,792,048.16	\$19,426,992.99	\$30,736,780.00	63.20	36.80
2) Classified Salaries	2000-2999	\$1,064,244.54	\$7,893,475.46	\$12,131,392.00	65.07	34.93
3) Employee Benefits	3000-3999	\$1,506,675.64	\$10,502,778.46	\$19,409,829.00	54.11	45.89
4) Books and Supplies	4000-4999	\$109,234.32	\$1,873,865.97	\$3,765,944.87	49.76	50.24
5) Services, Oth Oper Exp	5000-5999	\$529,216.29	\$3,386,750.31	\$5,671,884.89	59.71	40.29
6) Capital Outlay	6000-6999	\$41,446.87	\$943,999.64	\$2,372,097.52	39.80	60.20
7) Other Outgo(excl. 7300`s)	7100-7499	\$71,701.00	\$548,507.19	\$1,661,473.00	33.01	66.99
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$157,000.00)	0.00	100.00
9) Total Expenditures		\$6,114,566.82	\$44,576,370.02	\$75,592,401.28	58.97	41.03
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$565,050.00	\$973,418.00	58.05	41.95
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	(\$565,050.00)	(\$973,418.00)	58.05	41.95
NET INCREASE (DECREASE) IN FUND BALANCE		(\$1,191,602.80)	(\$2,032,276.89)	(\$415,871.23)		
ENDING FUND BALANCE			\$10,613,376.99	\$12,428,961.57		

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

Fiscal Position Report

February 2020

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Fund: 0900 Charter Schools Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$200,875.92	\$1,697.00		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$27,473.00	\$0.00	0.00	100.00
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	\$33,045.75	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$33,045.75	\$0.00		
ENDING FUND BALANCE			\$233,921.67	\$1,697.00		

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

Fiscal Position Report

February 2020

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Fund: 1300 Cafeteria Fund

		February 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	\$0.00	\$1,362,362.58	\$3,462,604.00	39.35	60.65
3) Other State Revenues	8300-8599	\$0.00	\$100,640.90	\$236,668.00	42.52	57.48
4) Other Local Revenues	8600-8799	\$6,473.55	\$67,737.17	\$147,680.00	45.87	54.13
5) Total, Revenues		\$6,473.55	\$1,530,740.65	\$3,846,952.00	39.79	60.21
EXPENDITURES						
2) Classified Salaries	2000-2999	\$99,874.44	\$746,641.21	\$1,175,216.00	63.53	36.47
3) Employee Benefits	3000-3999	\$38,272.08	\$270,480.00	\$452,132.00	59.82	40.18
4) Books and Supplies	4000-4999	\$168,756.19	\$1,131,478.81	\$1,914,991.00	59.09	40.91
5) Services, Oth Oper Exp	5000-5999	\$1,702.93	(\$896.44)	(\$20,474.85)	4.38	95.62
6) Capital Outlay	6000-6999	\$0.00	\$188,074.96	\$335,000.00	56.14	43.86
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$157,000.00	0.00	100.00
9) Total Expenditures		\$308,605.64	\$2,335,778.54	\$4,013,864.15	58.19	41.81
NET INCREASE (DECREASE) IN FUND BALANCE		(\$302,132.09)	(\$805,037.89)	(\$166,912.15)		
ENDING FUND BALANCE			\$846,978.37	\$1,485,104.11		

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

Fiscal Position Report

February 2020

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Fund: 1400 Deferred Maintenance Fund

		February 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	64.85
5) Total, Revenues		\$0.00	\$301,404.46	\$304,000.00	99.15	0.85
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	\$32,708.33	\$320,440.74	10.21	89.75
9) Total Expenditures		\$0.00	\$32,708.33	\$320,440.74	10.21	89.75
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$268,696.13	(\$16,440.74)		
ENDING FUND BALANCE			\$285,136.87	\$0.00		

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

Fiscal Position Report

February 2020

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Fund: 1500 Pupil Transportation Equip

		February 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	\$1,927,805.64	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$1,927,805.64	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	(\$174,642.64)		
ENDING FUND BALANCE			\$355,265.99	\$78,862.53		

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

Fiscal Position Report

February 2020

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Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		February 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	\$465,050.00	\$873,418.00	53.24	46.76
4) Total, Other Financing Sources/Uses		\$0.00	\$465,050.00	\$873,418.00	53.24	46.76
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$492,924.69	\$968,418.00		
ENDING FUND BALANCE			\$6,000,942.72	\$6,476,436.03		

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

Fiscal Position Report

February 2020

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Fund: 2100 Building Fund-Local

		February 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	94.75
5) Total, Revenues		\$0.00	\$312.42	\$6,000.00	5.21	94.75
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$1,665.61	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$1,665.61	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$14,163.00	\$48,709.31	29.08	70.92
4) Total, Other Financing Sources/Uses		\$0.00	(\$14,163.00)	(\$48,709.31)	29.08	70.92
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$13,850.58)	(\$44,374.92)		
ENDING FUND BALANCE			\$35,978.99	\$5,454.65		

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

Fiscal Position Report

February 2020

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Fund: 2110 Building Funds - Local 1

		February 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	\$0.00	\$40,687.50	\$150,000.00	27.13	72.88
5) Total, Revenues		\$0.00	\$40,687.50	\$150,000.00	27.13	72.88
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$633,075.53	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$633,075.53	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$800,000.00	\$800,000.00	\$6,995,462.38	11.44	88.56
4) Total, Other Financing Sources/Uses		(\$800,000.00)	(\$800,000.00)	(\$6,995,462.38)	11.44	88.56
NET INCREASE (DECREASE) IN FUND BALANCE		(\$800,000.00)	(\$759,312.50)	(\$7,478,537.91)		
ENDING FUND BALANCE			\$6,719,225.41	\$0.00		

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

Fiscal Position Report

February 2020

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Fund: 2120 Building Funds - Local 2

		February 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						
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE						
			<u>\$0.00</u>	<u>\$0.00</u>		

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

Fiscal Position Report

February 2020

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Fund: 2500 CapitalFacilities Fund

		February 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	\$1,510.94	\$61,402.20	\$206,000.00	29.81	70.19
5) Total, Revenues		\$1,510.94	\$61,402.20	\$206,000.00	29.81	70.19
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$3,720.00	\$156,560.00	\$165,000.00	94.88	5.12
9) Total Expenditures		\$3,720.00	\$156,560.00	\$165,000.00	94.88	5.12
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$300,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$300,000.00)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$2,209.06)	(\$95,157.80)	(\$259,000.00)		
ENDING FUND BALANCE			\$519,713.78	\$355,871.58		

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

Fiscal Position Report

February 2020

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Fund: 3500 SCHOOL FACILITY PROGRAM

		February 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	\$57,315.60	\$50,000.00	114.63	(14.63)
6) Capital Outlay	6000-6999	\$315,609.61	\$2,352,213.33	\$9,603,321.87	24.49	75.51
9) Total Expenditures		\$315,609.61	\$2,409,528.93	\$9,653,321.87	24.96	75.04
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$800,000.00	\$2,622,878.59	\$9,244,171.69	28.37	71.63
4) Total, Other Financing Sources/Uses		\$800,000.00	\$2,622,878.59	\$9,244,171.69	28.37	71.63
NET INCREASE (DECREASE) IN FUND BALANCE		\$484,390.39	\$216,042.49	(\$399,150.18)		
ENDING FUND BALANCE			\$634,117.92	\$18,925.25		

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

Fiscal Position Report

February 2020

Page 12 of 13

3/2/2020 10:28:17AM

Fund: 4000 Special Reserve - Capital Outlay

		February 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	\$30,000.00	50.19	49.81
5) Total, Revenues		\$0.00	\$15,057.32	\$30,000.00	50.19	49.81
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	\$88,160.96	\$100,000.00	88.16	11.84
9) Total Expenditures		\$0.00	\$88,160.96	\$100,000.00	88.16	11.84
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$1,808,715.59	\$1,900,000.00	95.20	4.80
4) Total, Other Financing Sources/Uses		\$0.00	(\$1,808,715.59)	(\$1,900,000.00)	95.20	4.80
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$1,881,819.23)	(\$1,970,000.00)		
ENDING FUND BALANCE			\$1,393,811.59	\$1,305,630.82		

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

Fiscal Position Report

February 2020

Page 13 of 13

3/2/2020 10:28:17AM

Fund: 6720 Self-Insurance/Other

		February 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	\$2,042.42	\$339,689.28	\$720,000.00	47.18	52.82
5) Total, Revenues		\$2,042.42	\$339,689.28	\$720,000.00	47.18	52.82
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$88,360.61	\$403,077.88	\$711,500.00	56.65	43.35
9) Total Expenditures		\$88,360.61	\$403,077.88	\$711,500.00	56.65	43.35
NET INCREASE (DECREASE) IN FUND BALANCE		(\$86,318.19)	(\$63,388.60)	\$8,500.00		
ENDING FUND BALANCE			\$413,502.90	\$485,391.50		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: March 2, 2020

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

Date you wish to have your item considered: March 11, 2020

ITEM: Receive the following revised Board Policy for action:

AR 4030 - Nondiscrimination in Employment

PURPOSE: Regulation updated to reflect NEW LAW (SB 778) which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects NEW LAW (AB 9) which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

FISCAL IMPACT: Unknown**RECOMMENDATIONS:** Receive for Information

All Personnel

AR 4030 (a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or **other** person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to **organize and manage** ~~coordinate~~ the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of Human Resources
Human Resources Department
Hanford Elementary School District
714 N. White Street
Hanford, CA 93232

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically ~~on computers~~ in a conspicuous location **on computers for employee use, up-to-date**, the California Department of Fair Employment and Housing (DFEH) posters **on the prohibition of** ~~in regard to~~ workplace discrimination and harassment, ~~and the rights of transgender employees,~~ **and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth** (Government Code 12950; **2 CCR 11013, 11023, 11049**)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations

NONDISCRIMINATION IN EMPLOYMENT (continued)

- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy ~~of the policy~~ to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy~~the policy~~ via email with an acknowledgment return form
 - c. Posting a copy~~the policy~~ on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

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

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training ~~to employees, volunteers, and interns~~ regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which~~that~~ includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate~~motivates~~ them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

NONDISCRIMINATION IN EMPLOYMENT (continued)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's employee's direct supervisor may be bypassed in filing a complaint when ~~where~~ the supervisor is the subject of the complaint.

The complainant may ~~file a written complaint in accordance with this procedure, or may first attempt to resolve the situation informally with the~~ complainant's employee's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available ~~other~~ evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed ~~revealed~~ as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

NONDISCRIMINATION IN EMPLOYMENT (continued)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate

options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board of Trustees:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

NONDISCRIMINATION IN EMPLOYMENT (continued)**Other Remedies**

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. ~~For filing~~To file a ~~valid~~ complaint with DFEH alleging a violation of Government Code 12940-12952, within three years~~one year~~ of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. ~~For filing~~To file a ~~valid~~ complaint ~~directly~~ with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. ~~For filing~~To file a ~~valid~~ complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Regulation

adopted: 05/25/2016

revised: 10/25/2017

revised: 08/28/2019


revised: ____ / ____ /2020**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: March 2, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 11, 2020

ITEM: Receive the following revised Board Policy for action:

BP 4033 - Lactation Accommodation

PURPOSE: Policy updated to reflect NEW LAW (SB 142) which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

FISCAL IMPACT: Unknown**RECOMMENDATIONS:** Receive for Information

All Personnel

BP 4033 (a)

LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health ~~benefits~~ advantages of breastfeeding for ~~infants and mothers~~ and desires to provide a supportive environment for any district employee to express milk for ~~an~~ her infant child upon ~~returning~~ her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation ~~who chooses~~ to express breast milk for ~~an~~ her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

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

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee ~~she~~ has a need to express breast milk for ~~an~~ her infant child. (Labor Code 1030)

To the extent possible, ~~any~~ such break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

LACTATION ACCOMMODATION

The employee shall be provided the use of a private room or location, other than a bathroom~~restroom~~, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following~~her work area and meets the requirements of (Labor Code 1031; and 29 USC 207), as applicable.~~

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

The District shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace or, if a refrigerator cannot be provided, another cooling device suitable for storing milk

~~Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.~~

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

~~Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)~~

~~Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.~~

Legal Reference: (next page)

LACTATION ACCOMMODATION

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity; prohibition ~~Prohibition~~ of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12926 Definition of sex; breastfeeding

12940 Unlawful discriminatory ~~Discriminatory~~ employment practices

12945 Unlawful discrimination ~~Discriminatory~~ based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-~~1034~~1033 Lactation accommodation

6382 Procedure for listing hazardous substances

CODE OF REGULATIONS, TITLE 2

11035-11051 Unlawful sex ~~7291.2-7291.16 Sex~~ discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

~~Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009~~

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

~~Minimum Requirements of the California~~ Lactation Accommodation for Employers ~~Law~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Frequently Asked Questions – Break Time for Nursing Mothers

Fact Sheet #~~733~~734: Break Time for Nursing Mothers under the FLSA, rev. April 2018 ~~December 2010~~

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:

<http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children Program: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

Policy

adopted: February 8, 2017

revised: _____, 2020

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: March 2, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: March 11, 2020

ITEM: Receive the following revised Board Policy for action:

BP 4151 - Employee Compensation

PURPOSE: Policy updated to clarify that, in determining whether an executive, administrative, or professional employee is exempt from overtime rules, the salary threshold established by state law supersedes the threshold established by federal law (as raised by new federal rule September 24, 2019). Policy also deletes complex information on Internal Revenue Service forms that must be completed by employees who earn compensation over 9 or 10 months but elect to spread salary payments over 12 months, thereby creating "deferred compensation."

FISCAL IMPACT: Unknown**RECOMMENDATIONS:** Receive for Information

All Personnel

BP 4151 (a)

4251

EMPLOYEE COMPENSATION

4351

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

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

(cf. 4000 - Concepts and Roles)

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

In accordance with law, all salaries, wages, and other compensation shall be set by the Governing Board of Trustees. Salaries and wages for members of bargaining units shall be based on negotiated agreements approved by the Board.

The Superintendent or designee shall conduct salary and wage surveys as needed for collective bargaining purposes and to ensure that district compensation is competitive with other area districts and employers.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 4268)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Salary schedules for employees in bargaining units shall be presented for Board adoption when tentative agreement has been reached with the respective bargaining unit.

Recommended or interim salary schedules for all other employees, and for bargaining units who have not yet settled negotiations on salaries for the following year, shall be presented in June of each year to be effective July 1 of the ensuing fiscal year.

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level ~~years of training~~ and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

BP 4151 (b)
4251
4351

EMPLOYEE COMPENSATION

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

~~District employees~~ A district employee shall be paid an overtime rate of not less than one and one-half times ~~their~~ his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a ~~monthly~~ fixed salary that is at least twice ~~or above the state minimum wage for full-time employment~~ salary level established by federal regulations. (Labor Code 510, 515; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee ~~he/she~~ has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference: (see next page)

EMPLOYEE COMPENSATION

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45160-45169 Salaries for classified employees
45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:
3543.2 Scope of representation
3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees
CODE OF REGULATIONS, TITLE 8
11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

~~*COLLECTIVE BARGAINING AGREEMENTS*~~

~~*CSEA/HESD Agreement: Article 23—Pay and Allowances*~~

~~*HESD/HETA Agreement: Article—Salary*~~

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
Internal Revenue Service: <http://www.irs.gov>
School Services of California, Inc.: <http://www.sscal.com>
U.S. Department of Labor, Wage and Hour Division: [http](http://www.dol.gov/whd)<https://www.dol.gov/whd>

Policy
adopted: November 7, 2001
revised: October 25, 2017
revised: _____, 2020

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: March 2, 2020

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

Date you wish to have your item considered: 3/11/20

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR/BP 0450 - Comprehensive Safety Plan

PURPOSE: Policy updated to reflect NEW LAW (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Board Policy

Comprehensive Safety Plan

BP 0450

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

(cf. 3515.7 - Firearms on School Grounds)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. ~~These plans shall apply to the regular school day and to after school programs. These plans shall apply to the regular school day and to after school programs.~~ New school campuses shall develop a safety plan within one year of initiating operations. _ (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and

building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)

(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that ~~addresses~~includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with ~~a~~a representative(s) of ~~an~~an employee bargaining unit(s); if ~~they choose~~he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

~~Public~~ Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference:

EDUCATION CODE

200-262.4 _Prohibition of discrimination

32260-32262 _Interagency School Safety Demonstration Act of 1985

32270 _School safety cadre

32280-32289 _School safety plans

32290 Safety devices

35147 _School site councils and advisory committees

35183 _School dress code; uniforms

35291 _Rules

35291.5 _School-adopted discipline rules

41020 Annual audits

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 _Suspension and expulsion

48950 _Speech and other communication

49079 _Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

GOVERNMENT CODE

54957 Closed session meetings for threats to security

PENAL CODE

422.55 Definition of hate crime

626.8 _Disruptions

11164-11174.3 _Child Abuse and Neglect Reporting Act

CALIFORNIA_ CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 _School Community Violence Prevention Program requirements

11992-11993 _Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 _Student Support and Academic Enrichment Grants

7912_ Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

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

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2014

~~Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010~~

~~Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010~~

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

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

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

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

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

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

_____(Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 22, 1998 Hanford, California

revised: September 19, 2001

revised: May 11, 2005

revised: June 13, 2012

revised: October 12, 2016

revised: December 14, 2016

revised:

Hanford ESD

Administrative Regulation

Comprehensive Safety Plan

AR 0450

Philosophy, Goals, Objectives and Comprehensive Plans

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council ~~also~~ shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization

3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

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

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan ~~also~~ shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts ~~that~~which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

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

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition

of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensiveschool safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

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

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

~~(cf. 1020 - Youth Services)~~

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Vandalism and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 22, 1998 Hanford, California

revised: September 19, 2001

revised: May 11, 2005

revised: June 13, 2012

revised: December 14, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: March 2, 2020

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

Date you wish to have your item considered: 3/11/20

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR/BP 5117- Interdistrict Transfers

PURPOSE: Policy updated to delete references to the Open Enrollment Act since schools are not currently being identified as low achieving based on the Academic Performance Index, update legal cites, and clarify the continuing requirement to register as a school district of choice with the Superintendent of Public Instruction and county board of education before enrolling students under that program. Regulation updated to reflect NEW LAW (AB 2826) which adds a requirement, applicable to districts that have entered into interdistrict attendance agreements, to post on their web site the procedures and timelines for requests for interdistrict transfer permits. Regulation also reflects timelines added by AB 2826 for notifying parents/guardians of the district's granting or denial of the transfer request, which differ for current-year and future-year transfer requests, and for the parent/guardian's appeal of the district's decision to the county office of education. In section on "School District of Choice Program," material deleted regarding the denial of a transfer into the district based on a negative impact on a desegregation plan or the racial/ethnic balance of the district, as such grounds are only applicable to transfers out of the district.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Board Policy

Interdistrict Attendance

BP 5117

Students

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

~~(cf. -~~

~~OPTION 1: 5118—Open Enrollment Act Transfers)~~

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-~~46610~~46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

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

~~48350-48361 Open Enrollment Act~~

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals; ~~enrollment~~ enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

48985 Notices to parents in language other than English

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 27, 2016 Hanford, California

revised: March 13, 2019

revised:

Hanford ESD

Administrative Regulation

Interdistrict Attendance

AR 5117
Students

OPTION 1: Interdistrict Attendance Agreements and Permits

In accordance with an agreement between the Board of Trustees and the board of another district, a permit authorizing a student of either~~student's attendance outside his/her~~ district to enroll in the other district~~of residence~~ may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600) and the district of proposed attendance.

(cf. 5131.2 - Bullying)

~~The~~In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

~~1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)~~

~~(cf. 5131.2 - Bullying)~~

Note: Optional items #1-11 below should be revised and/or deleted to reflect district practice.

~~12.~~ To meet the child care needs of the student, ~~Such a student may be allowed to continue to attend district schools~~ only as long as the student's~~she/she continues to use a~~ child care provider remains within district boundaries.

(cf. 5148 - Child Care and Development)

~~23.~~ To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

~~34.~~ When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

~~45.~~ To allow the student to complete a school year when the student's~~his/her~~ parents/guardians have moved out of the district during that year.

~~56.~~ To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.

6. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district.

7. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

~~8.8.~~ When there is valid interest in a particular educational program not offered in the district of residence-

~~9.9.~~ To provide a change in school environment for reasons of personal and social adjustment-

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district ~~shall~~may not deny ~~him/her~~ continued attendance because of overcrowded facilities at the relevant grade level ~~after district balancing occurs~~.

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

If the transfer ~~Within 30 calendar days of a request~~ is for a school year that begins within 15 calendar days of the receipt of the request ~~an interdistrict permit~~, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of ~~their right to a student who is denied interdistrict attendance regarding the process for appeal~~ to the County Board of Education within 30 calendar days from the date of the final denial. ~~as specified in Education Code 46601.~~ (Education Code 46600.2~~46601~~)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or ~~an appeal~~ by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for

a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or ~~rescissions~~~~decisions~~ while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student~~he/she~~ shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school ~~of enrollment in which he/she is enrolled~~, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. ~~Existing interdistrict attendance permits shall not be rescinded~~ after June 30 following a student's completion of grade 10 or for any student~~for students~~ entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: March 16, 1988 Hanford, California
revised: October 16, 2008
revised: March 16, 2011
revised: December 12, 2012
revised: March 13, 2019
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: March 2, 2020

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

Date you wish to have your item considered: 3/11/20

ITEM: Receive the following revised Administrative Regulation/Board Policy for action:

AR/BP 5144 - Discipline

PURPOSE: Policy updated to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Hanford ESD

Board Policy

Discipline

BP 5144

Students

The ~~Governing~~ Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to ~~prepare~~preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)
 (cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3551 - Food Service Operations/Cafeteria Fund)
 (cf. 3553 - Free and Reduced Price Meals)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. -The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. -When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 0415 - Equity)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist

staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of consistent school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form development of strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE

32280-~~32289~~~~32288~~ School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parent/guardian

49005-49006.4 Seclusion and restraint

49330-49335 Injurious objects

49550-49564.5 ~~49562~~ Meals for needy students

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29794 Section 504 of the Rehabilitation Act of 1973UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

~~STATE BOARD OF EDUCATION POLICIES~~~~01-02 School Safety, Discipline, and Attendance, March 2001~~

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>Public Counsel: <http://www.fixschooldiscipline.org>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 24, 2013 Hanford, California

revised: October 8, 2014

revised: January 9, 2019

revised:

Hanford ESD

Administrative Regulation

Discipline

AR 5144
Students

Site-Level Rules

Site-level rules shall be consistent with state law and Board~~district~~ policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. ~~A~~ copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. –Except when ~~students'~~a student's presence causes a danger to ~~themselves~~himself/herself or others or ~~they commit~~he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. –Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and ~~his/her~~ parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and ~~his/her~~ parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

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

5. Enrollment in a program for teaching prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"

12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

~~Teachers~~A teacher may restrict a student's recess time only when ~~they believe~~he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction ~~involves~~may involve the withholding of physical activity from a student, ~~teachers~~the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch,

as appropriate.

2. The student shall remain under a certificated employee's supervision during the period of restriction.

3. ~~The student's teacher~~**Teachers** shall inform the principal of any recess restrictions ~~imposed they impose.~~

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)

~~If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made.~~ The student shall not be detained unless the principal or designee notifies the parent/guardian.

~~In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs.~~ (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board of Trustees, Superintendent, principal, or principal's designee may ~~at his/her discretion,~~ require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not

implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. _
(Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: April 24, 2013 Hanford, California


revised: October 8, 2014

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: March 2, 2020

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 11, 2020**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes

- James Camacho, Substitute Licensed Vocational Nurse, effective 3/6/20
- Kristin Brieno, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 3/2/20 to 4/3/20
- Guadalupe Gutierrez, Substitute READY Program Tutor, effective 2/19/20
- Audussie Martinez, Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 2/24/20 to 4/3/20
- Judie Morgan, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 3/2/20 to 4/3/20
- Carolina Munoz Gomez, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 2/25/20 to 4/3/20
- Violeta Naranjo, Short-term Yard Supervisor – .75 hr., (M,T,Th,F), Wilson, effective 3/2/20 to 4/3/20
- Lira Nunes, Substitute Licensed Vocational Nurse, effective 3/6/20
- Rosie Ochoa, Short-term Yard Supervisor – .75 hr., Wilson, effective 3/2/20 to 4/3/20
- Alondra Iniguez Perez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 2/24/20 to 4/3/20
- Vanessa Villalobos, Substitute READY Program Tutor and Translator: Oral Interpreter, effective 2/18/20

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

- Erin Aguilar, 8th Grade Boys Baseball, Kennedy, effective 2/24/20 to 5/13/20
- Freddie Va'asili, 7th Grade Girls Softball Coach, Wilson, effective 2/27/20 to 5/13/20

c. Resignations

- Danielle Ames, Teacher, Lincoln, effective 6/5/20
- Yolanda Bernal, Teacher, Richmond, effective 6/5/20
- Monica Cano, Teacher, Lincoln, effective 6/5/20
- Tyler Lourenco, Teacher, Washington, effective 6/5/20
- Raquel Ramirez, READY Program Tutor – 4.5 hrs., Hamilton, effective 3/13/20
- Lindsey Silva, Teacher, King, effective 6/5/20
- Vanessa Villalobos, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/17/20

d. Retirement

- Anne Cauthen, Licensed Vocational Nurse – 6.0 hrs., Washington, effective 6/5/20

e. Termination due to Failure to Complete Requirements to Remain on Substitute List

- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 8/17/19
- Kylee Berna, Substitute READY Program Tutor, effective 3/11/19
- Fronerricka "Tobi" Farley, Substitute Alternative Education Program Aide, Special Education Aide, and Yard Supervisor, effective 8/13/19
- Oscar Galloway, Substitute Custodian I and READY Program Tutor, effective 6/4/19
- Miralla Garibay, Substitute Yard Supervisor, effective 3/19/19
- Cedric Harbor, Substitute Custodian I and Yard Supervisor, effective 5/4/19
- Stephanie Ibarra, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 5/31/19
- Emily Lerma, Substitute Custodian I and Yard Supervisor, effective 1/17/20
- Anahi Linan, Substitute Yard Supervisor, effective 5/13/19
- Eddie Parra, Substitute Custodian I, effective 2/13/19
- Olga Ramirez, Substitute Clerk Trainee, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/19/19
- Kimberly Alvarez Rodriguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 10/10/19
- Elijah Ruiz-Davis, Substitute Yard Supervisor, effective 5/9/19
- Jade Smith, Substitute Yard Supervisor, effective 2/15/19
- Susanne Springer, Substitute Clerk Typist II and Yard Supervisor, effective 6/6/19

e. Termination due to Failure to Complete Requirements to Remain on Substitute List (continued)

- Zachary Stewart, Substitute Custodian II, effective 2/12/19
- Jorge Valtierra, Substitute Groundkeeper II, effective 11/2/19
- Maria Villa, Substitute Bilingual clerk Typist II, Clerk Typist II, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 4/5/19
- Patricia "Kathie" Woughter, Substitute Yard Supervisor, effective 6/3/19

f. Temporary Out of Class

- Ada Portilla, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Simas, effective 2/24/20 to 3/6/20

g. Volunteers

<u>Name</u>	<u>School</u>
Chanel Edwards	Jefferson
Yuri Fortin	Jefferson
Jesus Maya	Jefferson
Maria Teruel	Jefferson
Erica Tijero	King
Sandra Espinoza	Lincoln
Sonia Ramirez (HESD Employee)	Simas
Mercedes Reyna	Simas
Amy Arevalo (HESD Employee)	Washington
Emma Lopez	Washington
Maria Calderon	Wilson

RECOMMENDATION: Approve.