

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, April 14, 2021

HESD District Office Board Room

714 N. White Street, Hanford, CA

In accordance with Governor Newsom's Executive Order N-29-20 Paragraph 3, the HESD Board Meeting will have teleconferencing and video conferencing available.

For members of the public interested in remotely viewing the HESD Board Meeting please visit the following link to access the live video stream:

<https://www.hanfordesd.org/hesdtv>

Individuals who wish to address the Board may do so by

- Submitting an email to public-comment@hanfordesd.org
- Leaving a voice message by calling 559-585-3604 (voice message will be transcribed).

Please include your name, agenda item number or subject matter being addressed, along with a 250-word description of the subject matter being addressed.

Voice message public comments must be received no later than 3:30 p.m. on the day of the meeting in order to be part of the record for the Board's information and/or discussion.

Public comments submitted by e-mail or voice message will be included in the minutes.

Please note that consistent with Board Bylaw 9323, any statements submitted for public comment that are inappropriate in nature, including, but not limited to statements that are obscene, threatening or substantially disruptive to school operations, will either be redacted, or will not be posted.

OPEN SESSION

5:30 p.m.

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

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

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

e) Recognize the 2020-2021 HESD Excellence in Education Honorees:

- Gina Young
- Tiffany Maline
- Cara Cummings
- Doug Carlton

2. CONSENT ITEMS

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

- a) Accept warrant listings dated March 19, 2021 and March 26, 2021.
- b) Approve minutes of the Regular Board Meeting held on March 24, 2021.
- c) Approve interdistrict transfers as recommended.

3. INFORMATION ITEMS

- a) Receive for information the quarterly Williams Uniform Complaints report (Gabler)
- b) Receive for information a report from the District Parent Advisory Committee for the meeting held on March 16, 2021 (Carlton)
- c) Receive for information a report from the District English Learner Advisory Committee for the meeting held on March 18, 2021 (Gomez)
- d) Receive for information the District's Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2021-2022 amendments to the Collective Bargaining Agreement (reopened articles) (Martinez)
- e) Receive for information HETA's Initial Proposal for 2020-2022 amendments to the Collective Bargaining Agreement between HESD and HETA (reopened articles) (Martinez)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for approval the inspection services agreement with Stephen L Hahn Inspections for the Richmond Modernization Project (Potter)
- b) Consider for approval the inspection service agreement with Stephen L Hahn Inspections for the Solar Projects at Kings, Simas and Monroe School (Potter)
- c) Consider for approval reroofing the cafeteria and library at Woodrow Wilson Jr. High (Potter)
- d) Consider for approval the construction inspection and testing services agreement with RMA Geoscience for the Richmond Modernization Project (Potter)
- e) Consider for approval the consultant contract with Jeremy Anderson of the Jeremy Anderson Group, LLC (Rubalcava)
- f) Consider for approval the following revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4119.11, 4219.11, 4319.11 – Sexual Harassment (revised)
 - AR 4119.12, 4219.12, 4319.12 – Title IX Sexual Harassment Complaint Procedures (new)
- g) Consider for approval the following revised Board Policy: (Martinez)
 - BP 4216 – Probationary/Permanent Status for Classified employees (revised)
 - BP 4315 – Evaluation/Supervision, for Management/Specialist/Confidential employees (revised)

5. PERSONNEL (Martinez)

a) Employment

Temporary Employees/Substitutes

- Yesenia Hernandez, Substitute Bilingual Clerk Typist, effective 3/19/21
- Esmeralda Torres-Gonzalez, Substitute Yard Supervisor, effective 3/8/21; Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 4/6/21 to 6/4/21
- Sandy Virden, Short-term Yard Supervisor – 3.25 hrs., Lincoln, effective 4/6/21 to 6/4/21
- Earlisha White, Substitute Yard Supervisor, effective 3/9/21

b) Resignations

- Maria E. Arroyo, Yard Supervisor – 2.25 hrs., Richmond, effective 3/19/21
- Daniela Flores-Cabral, READY Program Tutor – 4.5 hrs., Jefferson, effective 3/26/21
- Laura Canchola Leon, Yard Supervisor – 4.5 hrs., Hamilton, effective 3/25/21
- Vanessa Carson, Licensed Vocational Nurse – 6.0 hrs., Wilson, effective 4/5/21
- Elizabeth McGrath, READY Program Tutor – 4.5 hrs., Richmond, effective 3/23/21
- Molly Retzlaff, Special Education Aide – 5.0 hrs., Monroe, effective 5/14/21

c) Retirement

- Leslie Arakelian, Student Specialist – 8.0 hrs., Hamilton, effective 4/30/21
- Alice Garcia, Administrative Assistant – 8.0 hrs., Human Resources, effective 4/30/21
- Robert Guzman, Custodian II – 8.0 hrs., Food Services, effective 6/4/21

d) Promotion

- Evelyn Galvan, from Personnel Specialist – 8.0 hrs., to Administrative Assistant – 8.0 hrs., Human Resources, effective 4/27/21

e) More Hours

- Dana Raulino, Bus Driver, from 4.5 hrs., to 6.0 hrs., Transportation/DSF, effective 4/6/21

f) Temporary Out of Class Assignment

- Jessica Castro, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Roosevelt, effective 2/23/21 to 4/9/21
- Margarita Gonzales, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Richmond, effective 3/22/21 to 4/30/21

g) Adopt Declaration of Need for Fully Qualified Educators for 2021-2022 School Year (Title 5, 80026) – Attached

h) Annual Statement of Need for 30-Day Substitute Teaching Permits

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2021-2021 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.

6. FINANCIAL (Endo)

- a) Consider approval of the 2021-2022 Local Control Accountability Plan (LCAP) and District budget public hearing date of June 9, 2021 at 5:30 p.m.
- b) Consider approval to open Fund 0800
- c) Consider approval of the Comprehensive Maintenance Plan

CLOSED SESSION

- **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

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 03/29/21

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information – For the section: Presentations,
 Reports & Communications
☐ Action

Date you wish to have your item considered: 04/14/21

ITEM: HESD Excellence in Education Honorees**PURPOSE:** Recognize our 2020-2021 Excellence in Education Honorees:

- **Gina Young**
 - 1st grade Teacher, Monroe
- **Tiffany Maline**
 - Administrative Secretary, Program Development, Assessment & Accountability Administrative Secretary
- **Cara Cummings**
 - Registered Nurse, HESD
- **Doug Carlton**
 - Director, Program Development, Assessment & Accountability

FISCAL IMPACT: None**RECOMMENDATIONS:**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/05/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/14/2021

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/19/21 and 03/26/21.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 03/19/2021

| Warrant Number | Vendor Number | Vendor Name | Amount |
|----------------|---------------|--|--------------|
| 12656897 | 7255 | ACER AMERICA CORPORATION Emergency Relief Funds | \$1,194.77 |
| 12656898 | 6431 | AMAZON.COM READY Matls/Books/Instl Matls/Office Supplies | \$15,380.03 |
| 12656899 | 6253 | AT&T Telephone | \$2,661.67 |
| 12656900 | 3947 | ATKINSON ANDELSON LOYA RUUD & ROMO Legal | \$1,841.44 |
| 12656901 | 3258 | BANK OF AMERICA Webinar | \$130.00 |
| 12656902 | 150 | BLINDS ETC. Repairs | \$497.63 |
| 12656903 | 7366 | BRECK'S ELECTRIC MOTORS INC. Repairs | \$1,594.98 |
| 12656904 | 1681 | BRUSTEIN & MANASEVIT PLLC Books/Webinar | \$735.00 |
| 12656905 | 236 | STATE OF CALIFORNIA Other Services | \$49.00 |
| 12656906 | 7598 | JOSE CASTELLANOS Mileage | \$36.29 |
| 12656907 | 1667 | CDW GOVERNMENT INC. Equipment/Emergency Relief Funds | \$414,112.08 |
| 12656908 | 304 | NICK CHAMPI ENTERPRISES INC. Grounds Matls | \$265.30 |
| 12656909 | 5410 | CRUZ CHAVEZ Parent Inv Matls | \$100.82 |
| 12656910 | 4178 | COOK'S COMMUNICATION Radio Matls | \$2,843.97 |
| 12656911 | 4571 | ERICA D'SOUZA Allowance | \$135.20 |
| 12656912 | 4815 | DIGITECH INTEGRATIONS INC Repairs | \$120.00 |
| 12656913 | 2459 | FACSCO Maint Matls | \$513.51 |
| 12656914 | 3682 | FASTENAL Maint Matls | \$36.75 |
| 12656915 | 7503 | FOLEY CARRIER SERVICES LLC Other Services | \$10.00 |
| 12656916 | 4161 | MATT GAMBLE Office Matls | \$72.94 |
| 12656917 | 4957 | GANDER PUBLISHING Books | \$659.94 |
| 12656918 | 1393 | GAS COMPANY Gas | \$7,261.01 |
| 12656919 | 3305 | GILBERT ELECTRIC COMPANY Repairs | \$1,600.00 |
| 12656920 | 7228 | SAMANTHA HERNANDEZ Homeless Needs | \$101.99 |
| 12656921 | 2188 | THE HOME DEPOT PRO Grounds/Custodial Matls | \$1,080.83 |
| 12656922 | 764 | RICHARD JOHNSTON Instl Matls | \$44.98 |
| 12656923 | 779 | KEENAN & ASSOC. CPIC Health & Welfare | \$5,512.50 |
| 12656924 | 778 | KEENAN & ASSOC. MED. EYE SERV. Health & Welfare | \$10,297.45 |
| 12656925 | 5290 | KEENAN & ASSOCIATES Other Services | \$3,590.00 |
| 12656926 | 796 | KINGS COUNTY OFFICE OF ED Other Services | \$10,658.00 |
| 12656927 | 7679 | LEARNING WITHOUT TEARS Books | \$136.59 |
| 12656928 | 7096 | MELISSA LINCICUM Reissue Mileage | \$30.16 |
| 12656929 | 7672 | MATT WILHELM INC. Other Services | \$475.00 |
| 12656930 | 5768 | MCGEE PRODUCTIONS Assembly Online | \$300.00 |
| 12656931 | 1058 | OFFICE DEPOT Office Matls/Warehouse | \$904.61 |
| 12656932 | 7566 | MARIA PLACENCIA Mileage | \$628.99 |
| 12656933 | 7280 | PUT-IN-CUPS LLC Instl Matls | \$2,012.99 |
| 12656934 | 1901 | PYRAMID CABINET SYSTEMS INC. Repairs | \$400.00 |
| 12656935 | 7084 | JESUS RODRIGUEZ PERS Refund | \$279.30 |
| 12656936 | 6574 | MARIBEL SANTIAGO Reissue Allowance | \$131.35 |
| 12656937 | 7644 | SIERRA SANITATION INC Rentals | \$607.11 |
| 12656938 | 1367 | SISC III Health & Welfare | \$598,555.75 |
| 12656939 | 1392 | SOUTHERN CALIFORNIA EDISON CO. Electricity | \$23,879.52 |
| 12656940 | 2031 | SOUTHWEST SCH & OFFICE SUPPLY Warehouse | \$5,109.86 |
| 12656941 | 1403 | STANISLAUS FOUNDATION – DENTAL Other Services | \$4,444.10 |
| 12656942 | 1405 | STAPLES CREDIT PLAN Allowance | \$596.97 |
| 12656943 | 5946 | THE HARTFORD Health & Welfare | \$1,222.09 |
| 12656944 | 3749 | ULINE INC Equipment | \$1,573.41 |

**Warrant Register For Warrants
Dated 03/19/2021**

| Warrant Number | Vendor Number | Vendor Name | Amount |
|--------------------------------------|---------------|---------------------------------|-----------------------|
| 12656945 | 7159 | ZACHARY WESTOVER Reissue Travel | \$63.98 |
| Total Amount of All Warrants: | | | \$1,124,489.86 |

Grand Total For All Districts:

\$1,124,489.86

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Credit Card Register For Payments
Dated 03/19/2021

| Document Number | Vendor Number | Vendor Name | Amount |
|--|---------------|--|-------------------|
| 14030429 | 273 | CASBO Webinar | \$1,740.00 |
| 14030430 | 529 | FOLLETT SCHOOL SOLUTIONS Books | \$59.09 |
| 14030431 | 831 | LAKESHORE LEARNING MATERIALS Allowance/Instl Matls | \$610.18 |
| 14030432 | 1071 | ORIENTAL TRADING CO. INC. Instl Matls/Special Ed Matls | \$266.07 |
| 14030433 | 1147 | POSITIVE PROMOTIONS Instl Matls | \$1,551.42 |
| 14030434 | 3745 | PRO-ED Instl Matls | \$459.62 |
| 14030435 | 3849 | SCHOLASTIC BOOK CLUBS Books | \$156.59 |
| 14030436 | 1313 | SCHOLASTIC TEACHERS STORE Books | \$118.98 |
| 14030437 | 1350 | SIGN WORKS Campus Matls | \$705.06 |
| 14030438 | 1753 | SMILEMAKERS Medical Matls | \$1,119.63 |
| 14030439 | 1702 | TRIPLE J CONCRETE Grounds Matls | \$204.40 |
| Total Amount of All Credit Card Payments: | | | \$6,991.04 |

Warrant Register For Warrants

Dated 03/26/2021

| Warrant Number | Vendor Number | Vendor Name | Amount |
|----------------|---------------|---|-------------|
| 12657269 | 4787 | AKJ WHOLESale LLC Booka | \$999.38 |
| 12657270 | 59 | ARAMARK UNIFORM & CAREER Kitchen Laundry Services | \$84.81 |
| 12657271 | 6253 | AT&T Telephone | \$46.29 |
| 12657272 | 653 | BRAD'S HANFORD SMOG-N-TUNE INC Repairs | \$250.50 |
| 12657273 | 3167 | CA DEPT OF EDUCATION Buildings & Improvements | \$4,074.26 |
| 12657274 | 3644 | TIFFANY D CARPENTIERI Mileage | \$62.89 |
| 12657275 | 1667 | CDW GOVERNMENT INC. Equipment/Office Matls | \$5,944.65 |
| 12657276 | 5410 | CRUZ CHAVEZ Parent Inv Matls | \$55.18 |
| 12657277 | 7663 | CLASSKICK Software License | \$1,499.00 |
| 12657278 | 6190 | CUSTOMINK Instl Matls | \$4,072.29 |
| 12657279 | 7571 | DOCUSIGN INC. Software License | \$1,263.53 |
| 12657280 | 1769 | FRESNO PRODUCE Food | \$13,427.30 |
| 12657281 | 591 | GOLD STAR FOODS Food | \$29,827.46 |
| 12657282 | 2157 | YOLANDA GOMES Social Dist Matls | \$32.07 |
| 12657283 | 2188 | THE HOME DEPOT PRO Maint/Grounds/Transp Matls | \$490.00 |
| 12657284 | 5264 | HOUGHTON MIFFLIN HARCOURT Textbooks/Books | \$3,025.21 |
| 12657285 | 3760 | KINGS COUNTY AIR Repairs | \$327.00 |
| 12657286 | 5270 | KUTA SOFTWARE LLC Software License | \$233.00 |
| 12657287 | 5111 | P & R PAPER SUPPLY COMPANY INC Kitchen Supplies | \$919.53 |
| 12657288 | 1168 | PRODUCERS DAIRY PRODUCTS Food | \$13,818.03 |
| 12657289 | 4827 | RAYMOND GEDDES & CO. INC. Instl Matls | \$1,230.98 |
| 12657290 | 5756 | SAN JOAQUIN VALLEY PALEONTOLOGY Virtual Field Trip | \$450.00 |
| 12657291 | 1327 | SCHOOL SPECIALTY LLC Warehouse | \$341.59 |
| 12657292 | 1874 | APRIL M. SILVA Science Matls | \$41.23 |
| 12657293 | 1392 | SOUTHERN CALIFORNIA EDISON CO. Electricity | \$3,658.07 |
| 12657294 | 1392 | SOUTHERN CALIFORNIA EDISON CO. Buildings & Improvements | \$291.15 |
| 12657295 | 2031 | SOUTHWEST SCH & OFFICE SUPPLY Warehouse | \$2,377.05 |
| 12657296 | 5586 | SUPERIOR SOIL SUPPLEMENTS Grounds Matls | \$311.03 |
| 12657297 | 1444 | SYSCO FOODSERVICES OF MODESTO Food | \$36,980.67 |
| 12657298 | 5394 | TJM PROMOTIONS INC Medical Matls | \$1,216.00 |
| 12657299 | 4522 | US AIR CONDITIONING DIST INC. Maint Matls | \$41.31 |
| 12657300 | 1558 | VERIZON WIRELESS Telephone | \$909.04 |
| 12657301 | 1575 | WALMART COMMUNITY RFCSLLC READY Matls/Homeless Needs | \$656.38 |

Total Amount of All Warrants:

\$128,956.88

Credit Card Register For Payments

Dated 03/26/2021

| Document Number | Vendor Number | Vendor Name | Amount |
|--|---------------|--|--------------------|
| 14030475 | 5428 | CONSERV FLAG COMPANY Office Matls | \$149.35 |
| 14030476 | 529 | FOLLETT SCHOOL SOLUTIONS Books | \$8,239.88 |
| 14030477 | 831 | LAKESHORE LEARNING MATERIALS Instl Matls | \$320.68 |
| 14030478 | 1184 | PROGUARD SERVICE & SOLUTIONS Kitchen Matls | \$203.50 |
| 14030479 | 1214 | REALLY GOOD STUFF Instl Matls | \$264.36 |
| 14030480 | 3849 | SCHOLASTIC BOOK CLUBS Books | \$1,197.99 |
| 14030481 | 1313 | SCHOLASTIC TEACHERS STORE Books | \$960.64 |
| 14030482 | 1350 | SIGN WORKS Kitchen Matls | \$38.09 |
| 14030483 | 1753 | SMILEMAKERS Medical Supplies | \$373.91 |
| 14030484 | 6100 | TULARE POLARIS Custodial Matls | \$660.56 |
| Total Amount of All Credit Card Payments: | | | \$12,408.96 |

Hanford Elementary School District
Minutes of the Regular Board Meeting
March 24, 2021

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 24, 2021 at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Doug Carlton, David Endo, Lucy Gomez, Jaime Martinez, Karen McConnell, William Potter, Jill Rubalcava and Jay Strickland.

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

- Student Discipline – Case #21-01 Washington
- Public Employee Discipline/Dismissal/Release (GC 54957)

Open Session Trustees returned to open session at 6:08 p.m.

Case #21-01 Trustee Revious moved to accept the Findings of Facts and expel Case #21-01 for the remainder of the 2020-21 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on March 23, 2021. However, Trustee Revious furthered move that the parents may apply for readmission on or after June 4, 2021. If readmission is granted, student may attend regular school in probationary status on a Behavior Conditions Plan through January 7, 2022. Trustee Hernandez seconded; motion carried 5-0:

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

Public Employee No action was taken by the Board.

Public Comments None

Board and Staff Comments None

Requests to Address the Board None

Dates to Remember

President Garcia reviewed dates to remember: Spring Break March 29th – April 5th.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated March 5, 2021 and March 12, 2021.
- b) Minutes of the Regular Board Meeting held on March 10, 2021.
- c) Interdistrict transfers as recommended.

INFORMATION ITEMS

HESD 2021 Summer Learning Plans

- a) Jill Rubalcava, Assistant Superintendent, presented for information the HESD 2021 Summer Learning Plans. She presented a PowerPoint presentation and stated the 2021 HESD Summer Tutoring Academy is academically focused and is a small group structure of 90 minutes per day, 4 days a week for 4 weeks. The tutoring is about building personal connections, empowering students to set and crush goals, and measurable academic growth. Jill also reviewed important details: it is for incoming 1st grade students to incoming 8th grade students, it will be located at 3 elementary schools, Jefferson and 1 Jr High, it will provide daily lunch and transportation as needed, it will run from June 22nd to July 16th from Tuesday to Friday, the subject matter will be reading and mathematics with progress monitoring and will have groupings of 8 students per group (capacity of 1,000 students this summer). The schedule will have two groups one at 8:30 – 10:00 and the second one at 10:45 and 12:15. Jill then reviewed planning and logistics. Trustee Revious asked if we have staff to work the summer academy. Jill answered they are in the middle of staffing and they do have several that have signed up already. Trustee Garcia asked how will parents register. Jill answered they are working on an online registration but more information to come. Trustee Revious asked if the students who have struggled will be able to participate to catch up. Jill answered yes, a placement testing will be done.

BP/AR 4119.11; b) Jaime Martinez, Assistant Superintendent, presented for information the following revised Board Policy and Administrative Regulations:
4219.11;
43.1911
AR 4119.12;
4219.12;
431.12

- BP/AR 4119.11, 4219.11, 4319.11 – Sexual Harassment (revised)
- AR 4119.12, 4219.12, 4319.12 – Title IX Sexual Harassment Complaint Procedures (new)

BP 4216
BP 4315

- c) Jaime Martinez, Assistant Superintendent, presented for information the following revised Board Policy:
- BP 4216 – Probationary/Permanent Status for Classified employees (revised)
 - BP 4315 – Evaluation/Supervision, for Management/ Specialists/Confidential employees (revised)

BOARD POLICIES AND ADMINISTRATION

- a) Trustee Revious made a motion to approve the 2020-2021 Updated School Plans for Student Achievement. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

PERSONNEL

Trustee Revious made a motion to take Personnel items "a" through "c" together. Trustee Strickland seconded; the motion carried 5-0:

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

Trustee Revious then made a motion to approve Personnel items "a" through "c". Trustee Strickland seconded; the motion carried 5-0:

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

The following items were approved:

Item "a" – Resignations

- Javantae Farmah, READY Program Tutor – 4.5 hrs., Washington, effective 3/5/21

Item "b" – Retirement

- Carolyn Hudgins, READY Site Lead – 5.0 hrs., Monroe, effective 6/4/21
- Carolyn Kay Paz, Special Education Aide – 5.0 hrs., Lincoln, effective 6/4/21

***Item "c" – Job
Descriptions***

- Assistant Superintendent of Human Resources (revised)
- Assistant Superintendent of Special Services (revised)

Adjournment There being no further business, President Garcia adjourned the meeting at 6:39 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert Garcia, President

Lupe Hernandez, Clerk

| No | A/D | Sch Req'd | Home Sch | Date |
|-------|-----|-----------|----------|------------|
| O-163 | A | Lemoore | Simas | 03/26/2021 |

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: March 23, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: April 14, 2021

ITEM: Quarterly report (01/01/21 - 03/31/21) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

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

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

For the third quarter of 2020-2021 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: Hanford Elementary School District

Person completing this form: Jessica Valencia Title: Administrative Assistant

Quarterly Report Submission Month/Quarter:
(check one)

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

Quarterly Report Submission Year: 2020-2021

Date for information to be reported publicly at governing board meeting: April 14, 2021

Please check the box that applies:

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

| General Subject Area | Total # of Complaints | # Resolved | # Unresolved |
|---------------------------------------|-----------------------|------------|--------------|
| Textbooks and Instructional Materials | 0 | 0 | 0 |
| Teacher Vacancy or Misassignment | 0 | 0 | 0 |
| Facilities Conditions | 0 | 0 | 0 |
| TOTALS | 0 | 0 | 0 |

Joy C. Gabler

Print Name of District Superintendent

4/15/2021

Signature of District Superintendent

Date

Please submit to: Genevieve Almanzar
 Kings County Office of Education
 Williams Compliance
 (559) 589-7035
genevieve.almanzar@kingscoe.org

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: March 29, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: April 14, 2021

ITEM: Receive for information a report from the District Parent Advisory Committee for the meeting held on March 16, 2021 (For PAC Meeting #3)

PURPOSE: The PAC advises the board on the educational programs and services included in the Local Control Accountability Plan.

FISCAL IMPACT: PAC is a requirement of the Local Control Funding Formula.

Hanford Elementary School District

Hanford Elementary School District (HESD) Parent Advisory Committee Report to the HESD Board of Trustees

Date of Meeting: March 16, 2021
Starting Time: 9:00 a.m. to 10:30 a.m.
Location: Zoom

Purpose of the Meeting: To consult, review, and comment on the Hanford Elementary Local Control Accountability Plan.

The PAC received information on the following topics:

- Drafts of the 2019-2020 Local Control Accountability Plan and 2020-2021 Learning Continuity and Attendance Plan Annual Updates
- Recommendations for the district's LCAP Expected Outcomes (performance targets) for academics and school climate from 2019-2020 through 2020-2021 (for the 2021-2022 to 2023-2024 LCAP)
- The district's local assessments in ELA and math (for academic achievement data for the 2021-2022 to 2023-2024 LCAP)

The PAC made the following recommendations:

- The PAC recommends that the HESD Board of Trustees approve the 2019-2020 Local Control Accountability Plan and 2020-2021 Learning Continuity and Attendance Plan Annual Updates. (Note these annual updates will be brought to The Board for approval in June 2021)
- The PAC finds that their recommendations for the district's LCAP Expected Outcomes, based on analysis of data from the 2019 California School Dashboard (the most current data available), remains relevant. The PAC recommends these Expected Outcomes for the 2021-2022 to 2023-2024 LCAP (See Below)
- The PAC recommends that the district add expected outcomes from local assessment data in ELA and math to the 2021-2022 to 2023-2024 LCAP
- Continue supporting the integration of art, band, and physical education continues to be a priority.
- Continue to comply with CDE/Health Dept recommendations that will allow us to re-instate our district sports.
- Provide parents with continued information via the district and the school site regarding low-cost internet such as Xfinity \$9.95 so that student access connectivity problems are no longer a barrier. Continue to provide students with Hot Spots so that students have connectivity access.
- Continue to identify students that need additional support and who need Learning Loss Mitigation.
- Continue to support for teachers and support be extended to all staff, which would include Media Services Aides, bus drivers, etc.
- Continue to implement and follow CDE/Health Dept. recommendations to ensure student/staff/parent safety in response to COVID.
- Recommend that a psychologist trained in PTSD be hired based on budget, so that there is a response to students who were impacted by COVID factors.
- Continue to use our staff to refer students to community agencies such as Kings Health, but also increase on-campus support.
- Consider training our psychologists so that they are also able to provide in-district support to our students so that they know that our campuses are a safe haven, and they can talk about their concerns.
- Research other apps such as Whats App so that parents have additional access since they are more familiar with these apps.

PAC Recommended LCAP Expected Outcomes: To Be Reached by End-of-Year 2024

ENGLISH LANGUAGE ARTS

All Students: By 2024, All Students will score Green, 5 points below standard. (Growth of 6.5 points each year)

Students with Disabilities: By 2024, Students with Disabilities will score Yellow, 70 points below standard.

(Growth of 8 points each year)

Homeless: By 2024, Homeless students will score Yellow, 36.3 points below standard. (Growth of 15 points each year)

African American: By 2024, African American students will score Green, 5 points below standard.

(Growth of 16 points each year)

English Learners: By 2024, English Learners will score Green, 3.2 points below standard.

(Growth of 15 points each year)

Socioeconomically Disadvantaged: By 2024, Socioeconomically Disadvantaged students will score Green, 2.6 points above standard. (Growth of 12 points each year)

Hispanic: By 2024, Hispanic students will score Green, 2.5 points above standard.

(Growth of 11 points each year)

Asian: By 2024, Asian students will score Green, 2.4 points above standard.

(Growth of 6 points each year)

Foster Youth: By 2024, Foster Youth will score Green, 2.8 point above standard.

(Growth of 11 points each year)

Two or More Races: By 2024 Two or More Races will score Green, 9.3 points above standard.

(Growth of 3 points each year)

White: By 2024 White students will score Green, 18.3 points above standard.

(Growth of 3 points each year)

MATHEMATICS

All Students: By 2024, All Students will score Green, 25 points below standard. (Growth of 5.2 points each year)

Students with Disabilities: By 2024, Students with Disabilities will score Yellow, 94.6 points below standard.

(Growth of 8 points each year)

Homeless: By 2024, Homeless students will score Yellow, 49.6 points below standard. (Growth of 15 points each year)

African American: By 2024, African American Students will score Green, 23.7 points below standard. (Growth of 18 points each year)

Socioeconomically Disadvantaged: By 2024, Socioeconomically Disadvantaged will score Green, 22.8 points below standard. (Growth of 9 points each year)

Hispanic: By 2024, All Students will score Green, 22.5 points below standard. (Growth of 8 points each year)

English Learners: By 2024, All Students will score Green, 25 points below standard. (Growth of 12.2 points each year)

Foster Youth: By 2024, All Students will score Green, 17.4 points below standard. (Growth of 10 points each year)

Two or More Races: By 2024 Two or More Races will score Green, 8.7 points below standard.

(Growth of 3 points each year)

Asian: By 2024 Asian students will score Green, 1.8 points above standard.

(Growth of 3 points each year)

White: By 2024 White students will score Green, 2.9 points above standard.

(Growth of 3 points each year)

CHRONIC ABSENTEEISM

All Students: By 2024, the Chronic Absenteeism rate for All Students will be 6.4%--Green. (Decline of 0.5% each year)

Students with Disabilities: By 2024, the Chronic Absenteeism rate for Students with Disabilities will be 10%--Green. (Decline of 1.2% each year)

American Indian: By 2024, the Chronic Absenteeism rate for American Indian students will be 10%--Green. (Decline of 8.9%)

Foster Youth: By 2024, the Chronic Absenteeism rate for Foster Youth will be 5.6%--Green. (Decline of 2% each year)

African American: By 2024, the Chronic Absenteeism rate for African American students will be 4.9%--Green. (Decline of 2% each year)

Filipino: By 2024, the Chronic Absenteeism rate for Filipino students will be 6.8%--Green. (Decline of 0.5% each year)

English Learners: By 2024, the Chronic Absenteeism rate for English Learners will be 4.7%--Green. (Decline of 0.5% each year)

Asian: By 2024, the Chronic Absenteeism rate for Asian students will be 4.4%--Green. (Decline of 0.5% each year)

Homeless: By 2024, the Chronic Absenteeism rate for Homeless students will be 10%--Yellow (Decline of 1.3% each year)

Socioeconomically Disadvantaged: By 2024, the Chronic Absenteeism rate for Socioeconomically Disadvantaged students will be 7.1%--Green. (Decline of 0.5% each year)

White: By 2024, the Chronic Absenteeism rate for White students will be 6.7%--Green. (Decline of 0.5% each year)

Hispanic: By 2024, the Chronic Absenteeism rate for Hispanic students will be 6.1%--Green. (Decline of 0.5% each year)

SUSPENSION RATES

All Students: By 2024, the Suspension Rate for All Students will be 1.8%--Green. (Decline of 0.3% each year)

Foster Youth: By 2024, the Suspension Rate for Foster Youth will be 6%--Yellow. (Decline of 2.1% each year)

African American: By 2024, the Suspension Rate for African American students will be 5.2%--Yellow. (Decline of 1% each year)

Two or More Races: By 2024, the Suspension Rate for Two or More Races will be 3%--Green. (Decline of 1.2% each year)

Students with Disabilities: By 2024, the Suspension Rate for Students with Disabilities will be 3%--Green. (Decline of 0.9% each year)

Homeless: By 2024, the Suspension Rate for Homeless students will be 3%--Green. (Decline of 0.6% each year)

White: By 2024, the Suspension Rate for White students will be 2.3%--Green. (Decline of 0.3% each year)

Socioeconomically Disadvantaged: By 2024, the Suspension Rate for Socioeconomically Disadvantaged students will be 2.0%--Green. (Decline of 0.3% each year)

Hispanic: By 2024, the Suspension Rate for Hispanic students will be 1.3%--Green. (Decline of 0.3% each year)

Asian: By 2024, the Suspension Rate for Asian students will be 1.0%--Green. (Decline of 0.3% each year)

English Learners: By 2024, the Suspension Rate for English learners will be 0.5%. (Decline of 0.3% each year)

American Indian: By 2024, the Suspension Rate for American Indian students will be between 0% and 0.3%.

Filipino: By 2024, the Suspension Rate for Filipino students will be between 0% and 0.3%.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Lucy Gomez

DATE: March 29, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: April 14, 2021

ITEM: Receive for information a report from the District English Learner Advisory Committee for the meeting held on March 18, 2021. (For DELAC Meeting #3)

PURPOSE: The DELAC advises the board on the educational programs and services for English Learners.

FISCAL IMPACT: DELAC is a requirement of the Local Control Funding Formula and for Federal Title I, II, and III programs.



Hanford Elementary School District

Hanford Elementary School District (HESD) District English Language Advisory Committee Meeting Report to the HESD Board of Trustees

Date of Meeting: March 18, 2021
Starting Time: 9:00 a.m. to 10:30 a.m.
Location: Zoom

Purpose of the Meeting: To advise the governing board on: conducting a district-wide needs assessment on a school by school basis; an LEA master plan, including policies guiding consistent implementation of EL educational programs and services that takes into consideration the SPSAs; the establishment of LEA program, goals, and objectives for programs and services for ELs; the Consolidated Application for Funding

The DELAC received information on the following topics:

- The California Teacher Equity Tools from the CDE
- Title III Services (Federal Addendum/Title III Plan)
- School Plans (Designated and Integrated ELD)
- The district's process for reclassification of English learners as Fluent English Proficient
- Recommendations for the district's LCAP Expected Outcomes (performance targets) for academics and school climate from 2019-2020 through 2020-2021 (for the 2021-2022 to 2023-2024 LCAP)

The DELAC made the following recommendations:

- Continue to monitor the distribution of teachers and make sure that we continue the equitable distribution of teachers across school sites.
- Continue to monitor and provide support to teachers who are still working to meet credentialing assignments.
- Continue working to recruit well qualified teachers with diverse backgrounds.
- Continue to provide designated and integrated ELD and additional services for English learners.
- Continue to provide parents/families with information on the value of the supports and programs students who are English learners receive as they work toward becoming proficient in English.
- Use the California School Dashboard data from the 2019 Dashboard, but also use local assessment data to assess how students are progressing, and to determine programs and services that students may require and that parents are informed of student achievement and the services students receive.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez
Assistant Superintendent, HR

DATE: April 1, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 14, 2021**

ITEM: Receive District's Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2021-2022 amendments to the Collective Bargaining Agreement (reopened articles).

PURPOSE: To initiate the negotiation process for 2021-2022 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
FOR REOPENERS
HANFORD ELEMENTARY TEACHERS ASSOCIATION
Effective July 1, 2021**

Article 11: School Calendar

Status Quo.

Article 18: Health & Welfare Benefits

Discuss current Health & Welfare Benefits contributions and cost increases to health plans.

Article 20: Salary

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

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 1, 2021

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 14, 2021**

ITEM: Receive Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2021-2022 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles).

PURPOSE: To initiate the negotiation process for 2021-2022 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

Hanford Elementary Teachers Association

INITIAL PROPOSAL

COLLECTIVE BARGAINING AGREEMENT

Date 03/04/21

Article 11: School Calendar and Work Year

Calendar Completed through 2021-2022

Article 18: Employee Group Health and Welfare Insurance Benefits

The bargaining members' medical, vision, dental, and District life insurance benefits continue to be fully funded.

Article 20: Salary

The bargaining members' salary schedules shall include any new monies put forth by the State of California.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: March 17, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 14, 2021

ITEM:

Consider approval for inspection services agreement with Stephen L Hahn Inspections, for the Richmond Modernization Project

PURPOSE:

To obtain the services of Stephen Hahn Inspections, to provide the required Inspections of all construction activities related to the Richmond Modernization Project

FISCAL IMPACT:

Inspection services are rated at \$75.00 per our with a 3 hour minimum, not to exceed \$5,500 per month.

RECOMMENDATION:

Approve inspection services contract with Stephen Hahn Inspections to oversee the Richmond Modernization Project.



Stephen L. Hahn Inspection
1945 N. Bordeaux Way
Hanford, CA 93230
Cell: (559) 816-3676

DSA Certified Class 1 Inspector
Certification # 4638

Feb. 22-2021

Mr. William Potter
Hanford Elementary School District
714 N. White Street
Hanford, Ca. 93230

RE: HESD Lee Richmond E.S.
Modernization Project
Inspection Services Proposal

Dear William:

Thanks for this opportunity again to be of service to the District. Stephen L. Hahn Inspections proposes inspections services on the above-mentioned project for a hourly rate fee of \$75.00 an hour with a 3 hour minimum and not to exceed \$5,500.00 per month.

If you have any questions regarding this proposal, please contact me at (559) 816-3676) or email shahn1945@comcast.net

Sincerely

Stephen L. Hahn

Stephen L. Hahn Inspections

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: March 17, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 14, 2021

ITEM:

Consider approval for inspection services agreement with Stephen L Hahn Inspections, for the Solar Projects at King School, Simas School, and Monroe School.

PURPOSE:

To obtain the services of Stephen Hahn Inspections, to provide the required Inspections of all construction activities related to the solar project.

FISCAL IMPACT:

Inspection services will cost \$4,500 per school

RECOMMENDATION:

Approve inspection services contract with Stephen Hahn Inspections to oversee the Solar Project



Stephen L. Hahn Inspection
1945 N. Bordeaux Way
Hanford, CA 93230
Cell: (559) 816-3676

DSA Certified Class 1 Inspector
Certification # 4638

3-3-2021

Mr. William Potter

Hanford Elementary School District

714 N. White Street

Hanford, Ca. 93230

RE: HESD 3 parking lot solar projects

Inspection Services Proposal

Dear William:

Thanks for this opportunity again to be of service to the District. Stephen L. Hahn Inspections proposes inspection services on the above-mentioned projects for a fixed amount of \$4500 each.

If you have any questions regarding this proposal, please contact me at (559-816-3676) or email shahn1945@comcast.net

Sincerely

Stephen L. Hahn

Stephen L. Hahn Inspections

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: March 17, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 14, 2021

ITEM:

Consider approval for reroofing the Cafeteria and Library at Woodrow Wilson Jr High. The Project will begin June 7, 2021 and be completed by August 6, 2021

PURPOSE:

To enter into a contract with Nations Roofing for the reroof of the Cafeteria and Library at Woodrow Wilson Jr High.

FISCAL IMPACT:

\$62,747.00

RECOMMENDATION:

To award a contract to Nations Roofing to reroof the Library & Cafeteria at Woodrow Wilson Jr High

BID TABULATION

MANGINI ASSOCIATES INC.

PROJECT:

Re-Roof Bldgs. E & LB at Woodrow Wilson JR. High

BID OPENING LOCATION:

Location

OWNER:

Hanford Elementary School District

ISSUE DATE: March 12, 2021

BID DATE: March 11, 2021

MAI PROJECT NO.: 2038

| Bidders | Addenda Received | Bid Form Attachments | | | | | | Base Bid | Plywood Sheathing- Cost per square foot | Roof Joist or Rafters- Cost per lineal foot |
|--|------------------|----------------------|----------|---------------------|---------------|----------------|----------------|-----------------------------|---|---|
| | | Bid Form Executed | Bid Bond | Subcontractor / DIR | Non-Collusion | Workman's Comp | Fingerprinting | Sufficient Fund Declaration | Roof Project Cert. | |
| Graham Prewett 2773 N. Business Park Ave. Fresno, CA 93727 | N/A | x | x | x | x | x | x | x | x | \$ 84,700.00 \$ 16.00 \$ 14.85 |
| Nations Roofing West 5463 E. Hedges Fresno, CA 93727 | | x | x | x | x | x | x | x | x | \$ 62,747.00 \$ 12.00 \$ 35.00 |
| | | | | | | | | | | |
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HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: March 30, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: April 14, 2021

ITEM

Consider approval for construction inspection and testing services agreement with RMA Geoscience for the Richmond Modernization project.

PURPOSE

Services to be performed include: Compaction testing, Testing installed anchors, and testing of reinforced concrete,

FISCAL IMPACT

The estimated fee for this agreement is \$9,536.00.

RECOMMENDATION

Approve construction inspection and testing services agreement with RMA Geoscience for the Richmond Modernization Project.



Proposal No: 21G-0144-P

March 29, 2021

Attn: Bill Potter
Hanford Elementary School District
714 N. White St
Hanford, CA 93230

Subject: Proposal to Provide Construction Inspection and Testing Services
Lee Richmond Elementary School – (1817) Modernization Project
939 Katie Hammond Lane
Hanford, CA

Dear Bill Potter;

In response to your request, we propose to provide construction inspection and testing services for the Lee Richmond Elementary School - (1817) Modernization Project.

PROJECT UNDERSTANDING

We understand that the project will consist of alterations to four (4) existing buildings and ADA site improvements. Therefore, we have prepared this proposal to outline the scope of work required to provide testing and inspection services in accordance with the project requirements.

SCOPE OF WORK

Compaction Testing of Site Improvements

We will provide a technician to perform in place density tests (compaction tests) by either the nuclear gauge method (ASTM D6938), water content tests, and maximum density optimum moisture tests per ASTM D1557 at locations selected by your representative. Testing would be performed after compaction has been completed by the contractor, and the observation of compaction methods used by the contractor would not be included in the scope of our work. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

Special Inspection and Testing of Post Installed Anchors

This scope of services will include performing special inspection and testing as required of post installed anchors for compliance with the approved plans, job specifications, ICC-ES reports, and building codes. We will provide an inspector to perform inspection of the installation of post installed anchors. These inspections typically consist of epoxy dowel, wedge anchor, and hold downs. He shall make a list of defective work and a manner of correction of defects. This scope of work may also include pull or torque testing of installed anchors as required by the project plans or job specifications. We will provide a technician to perform the required testing on a randomly selected number of anchors based on the frequency of testing specified. The results of all tests and inspections will be provided to the designated representative in written daily reports of inspection and testing.



Special Inspection and Testing of Reinforced Concrete Construction

This scope of services will include engineering review of concrete mix designs, inspection of concrete batch plant operations, and field sampling and laboratory testing of concrete and reinforcing steel used in concrete construction for the project. This scope of work will include the inspection of concrete batch plant operations. We will provide an inspector during concrete batch plant operations to monitor the batch weights during production. Written reports of all inspections will be provided on a daily basis and at the completion of the work. Our technician will sample fresh concrete and obtain samples for strength testing, perform slump tests, and monitor the temperature of the concrete. A set of test cylinders will be made from each <50> cubic yards of concrete or fraction thereof for each class of concrete placed each day. Four test cylinders will be cast for each set. Strength test cylinders will be cured in our laboratory until they are tested in accordance to ASTM C192. Compression tests would be performed in accordance to ASTM C39 at 7 and 28 days, respectively. Copies of the results of all compression tests will be provided upon completion of the test. Samples of the reinforcing steel to be used for production of concrete would be tested in accordance to ASTM A370 and A615 test methods. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

TERMS

We propose to perform the previously described services on an hourly or test rate basis in accordance to the attached fee schedule. Our estimate is based on information given to RMA GeoScience AOR and the following assumed construction durations. Our estimate of charges for the proposed services is as follows:

| Construction Activity | Estimated Costs |
|--|-------------------|
| Compaction Testing of Site Improvements | \$3,056.00 |
| Special Inspection and Testing of Post Installed Anchors | \$3,596.00 |
| Special Inspection and Testing of Reinforced Concrete | \$2,884.00 |
| TOTAL | \$9,536.00 |

Our estimate may vary due to circumstances that may develop during the work or due to extended construction duration. If a change in the scope of work becomes necessary due to unforeseen conditions, which will increase the charges, we will notify you and work with the IOR to determine additional fees required.

Invoices for our services will be rendered at the completion of the work and upon completion of the report. Invoices are due and payable upon presentation. Should the duration of the job exceed one-month, monthly invoices will be presented for services performed.



PROFESSIONAL INSURANCE

We maintain the following insurance coverage. Certificates of insurance will be provided upon request. However, our professional liability insurance carrier (errors and omissions) will not name any additional insured.

| | |
|------------------------|----------------------|
| General liability | \$1,000,000.00 limit |
| Professional Liability | \$1,000,000.00 limit |
| Workmen's Compensation | \$1,000,000.00 limit |

CLOSURE

RMA GeoScience does not guarantee the performance of the contractor(s) by performing these services. RMA GeoScience's performance of these services shall not relieve the contractor(s) of his obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make RMA GeoScience an insurer of the contractor's performance; and shall not impose on RMA GeoScience any obligation to see that the work is performed in a safe manner.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project and can begin our work upon receipt of your notice to proceed and receipt of a signed copy of this proposal authorizing us to perform these professional services. If you have any questions regarding this proposal, please contact the undersigned Project Manager.

Authorized By:
Hanford Elementary School District


(Signature)

(Print or Type Name)

(Title)

(Date)

Submitted By:
RMA GeoScience



John Mendrin
Sr. Project Manager



ESTIMATE WORKSHEET
Compaction Testing of Site Improvements

| Item | Quantity | Unit | Unit Price | Total |
|---|----------|------|------------|-------------------|
| Pick-up and Delivery of Test Specimens | 4 | HR | \$65.00 | \$260.00 |
| Soils Engineering Technician | 24 | HR | \$99.00 | \$2,376.00 |
| ASTM D1557 Max Density Optimum Moisture | 2 | EA | \$210.00 | \$420.00 |
| Subtotal: | | | | \$3,056.00 |



ESTIMATE WORKSHEET
Special Inspection and Testing of Post Installed Anchors

| Item | Quantity | Unit | Unit Price | Total |
|--|----------|------|------------|-------------------|
| Special Inspector Post Installed Anchors | 16 | HR | \$101.00 | \$1,616.00 |
| Pull Torque Testing Technician | 20 | HR | \$99.00 | \$1,980.00 |
| Subtotal: | | | | \$3,596.00 |



ESTIMATE WORKSHEET

Special Inspection and Testing of Reinforced Concrete Construction

| Item | Quantity | Unit | Unit Price | Total |
|--|----------|------|------------|-------------------|
| Pick-up and Delivery of Test Specimens | 8 | HR | \$65.00 | \$520.00 |
| ACI Concrete Technician | 16 | HR | \$99.00 | \$1,584.00 |
| ASTM C39 Concrete Cyl Cured or Tested | 20 | EA | \$25.00 | \$500.00 |
| ASTM A370 Rebar Tension up to #8 | 4 | EA | \$40.00 | \$160.00 |
| ASTM A370 Bend Test Rebar up to #8 | 4 | EA | \$30.00 | \$120.00 |
| Subtotal: | | | | \$2,884.00 |



2021 PW Rate Schedule of Fees and General Terms

Personnel Charges - Professional Staff

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| Administrative | HR | \$60.00 |
| Principal Engineer - Office | HR | \$175.00 |
| Principal Engineer - Field | HR | \$175.00 |
| Principal Engineer - Consultation | HR | \$175.00 |
| Principal Engineer - Job Conference | HR | \$175.00 |
| Principal Engineer - Expert Witness | HR | \$175.00 |
| Principal Engineer - Court Appearance | HR | \$175.00 |
| Project Engineer - Office | HR | \$165.00 |
| Project Engineer - Field | HR | \$165.00 |
| Project Engineer - Consultation | HR | \$165.00 |
| Project Engineer - Job Conference | HR | \$165.00 |
| Staff Engineer - Office | HR | \$135.00 |
| Staff Engineer - Field | HR | \$135.00 |
| Drafting | HR | \$85.00 |
| Principal Geologist - Office | HR | \$175.00 |
| Project Manager - Office | HR | \$155.00 |
| Project Manager - Field | HR | \$155.00 |
| Project Manager - Job Conference | HR | \$155.00 |
| Principal Geologist - Field | HR | \$175.00 |
| Principal Geologist - Consultation | HR | \$175.00 |
| Principal Geologist - Job Conference | HR | \$175.00 |
| Principal Geologist - Expert Witness | HR | \$175.00 |
| Principal Geologist - Court Appearance | HR | \$175.00 |
| Project Geologist - Office | HR | \$165.00 |
| Project Geologist - Field | HR | \$165.00 |
| Project Geologist - Consultation | HR | \$165.00 |
| Project Geologist - Job Conference | HR | \$165.00 |
| Staff Geologist - Office | HR | \$135.00 |
| Staff Geologist - Field | HR | \$135.00 |

Personnel Charges - Field Staff

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| Soils Engineering Technician | HR | \$99.00 |
| Soils Technician Compaction Testing | HR | \$99.00 |
| Soils Technician Rough Grading | HR | \$99.00 |
| Soils Technician Retesting | HR | \$99.00 |
| Public Works Inspector | HR | \$107.00 |
| Public Works Technician | HR | \$105.00 |
| Public Works Inspector - Asphalt Paving | HR | \$107.00 |
| Public Works Inspector - Asphalt Plant | HR | \$107.00 |
| Public Works Inspector - Concrete Paving | HR | \$107.00 |
| Public Works Inspector - Concrete Plant | HR | \$107.00 |
| Public Works Technician - Asphalt | HR | \$105.00 |
| Public Works Technician - Concrete | HR | \$105.00 |
| Laboratory Technician - Field Lab | HR | \$85.00 |
| Building Inspector | HR | \$110.00 |
| Special Inspector (ICC) | HR | \$101.00 |
| Mechanical Electrical Inspector | HR | \$110.00 |
| Special Inspector Reinforced Concrete | HR | \$101.00 |
| Special Inspector Prestressed Concrete | HR | \$101.00 |

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| | | |
|--|----|----------|
| Special Inspector Concrete Batch Plant | HR | \$101.00 |
| ACI Concrete Technician | HR | \$99.00 |
| Pick-up and Delivery of Test Specimens | HR | \$65.00 |
| ID Reinforcing or Structural Steel | HR | \$101.00 |
| Special Inspector Fire Proofing | HR | \$101.00 |
| Special Inspector Post Installed Anchors | HR | \$101.00 |
| Special Inspector Roofing/Waterproofing | HR | \$101.00 |
| Special Inspector Masonry | HR | \$101.00 |
| Special Inspector Masonry (DSA) | HR | \$110.00 |
| Special Inspector Shotcrete | HR | \$101.00 |
| Special Inspector Post Tensioned Conc. | HR | \$101.00 |
| Special Inspector Fire Stopping | HR | \$101.00 |
| AWS Certified Welding Inspector- Field | HR | \$105.00 |
| AWS Certified Welding Inspector- Shop | HR | \$98.00 |
| Special Inspector Structural Steel | HR | \$101.00 |
| Special Inspector High Strength Bolting | HR | \$101.00 |
| Special Inspector Wood Construction | HR | \$100.00 |
| Non Destructive Testing ASNT Level II | HR | \$105.00 |
| Special Inspector Coatings (NACE) | HR | \$105.00 |
| Special Inspector Fiber Wrap | HR | \$101.00 |
| Pull Torque Testing Technician | HR | \$99.00 |
| Project Inspector (IOR) | HR | \$110.00 |
| Asphalt Coring Technician | HR | \$98.00 |
| Concrete Coring Technician | HR | \$98.00 |
| Field Supervisor | HR | \$110.00 |
| Field Supervisor | HR | \$110.00 |
| Field Supervisor | HR | \$110.00 |
| Quality Control Manager | HR | \$135.00 |
| Mix Design Review | HR | \$330.00 |

Laboratory Tests - Steel

| Product Name | Units | Rate (\$) |
|---|-------|-----------|
| ASTM E605 Spray Applied Fireproofing Den | EA | \$95.00 |
| ASTM A370 Rebar Tension up to #8 | EA | \$40.00 |
| ASTM A370 Rebar Tension #9 to #11 | EA | \$50.00 |
| ASTM A370 Rebar Tension #14 | EA | \$80.00 |
| ASTM A370 Rebar Tension #18 | EA | \$120.00 |
| ASTM A370 Bend Test Rebar up to #8 | EA | \$30.00 |
| ASTM A370 Bend Test Rebar #9 to #11 | EA | \$40.00 |
| ASTM A370 Bend Test Rebar #14 | EA | \$80.00 |
| ASTM A370 Bend Test Rebar # 18 | EA | \$120.00 |
| ASTM A370 Headed Bar Prod. Lot up to #8 | LOT | \$200.00 |
| ASTM A370 Headed Bar Prod. Lot #9 to #11 | LOT | \$250.00 |
| ASTM A370 Headed Bar Prod. Lot #14 | LOT | \$380.00 |
| ASTM A370 Headed Bar Prod. Lot #18 | LOT | \$500.00 |
| ASTM A416 Stress-Strain Analysis | EA | \$175.00 |
| ASTM A416 Tensile Test Only | EA | \$125.00 |
| ASTM A370 Tensile Up to 100K lbs. (Each) | EA | \$50.00 |
| ASTM A370 Tensile Up to 200K lbs. (Each) | EA | \$55.00 |
| ASTM A370 Tensile Up to 300K lbs. (Each) | EA | \$65.00 |
| ASTM A370 Tensile 400K - 500K lbs. (Each) | EA | \$300.00 |
| ASTM A370 Tensile Up to 400K lbs. (Each) | EA | \$110.00 |

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| | | |
|--|----|----------|
| ASTM A370 Tensile Stress-Strain Percent | EA | \$150.00 |
| AWS Weld: Macroetch | EA | \$75.00 |
| AWS Weld: Fracture | EA | \$50.00 |
| AWS Bend Test | EA | \$50.00 |
| ASTM A370 Rockwell Hardness (Each) | EA | \$75.00 |
| Steel Chemical Analysis | EA | \$150.00 |
| ASTM F606 Bolt Axial Tensile to 7/8" | EA | \$40.00 |
| ASTM F606 Bolt Wedge Tensile to 7/8" | EA | \$55.00 |
| ASTM F606 Bolt: Axial 7/8" - 1 1/2" | EA | \$60.00 |
| ASTM F606 Bolt Wedge Tens 7/8" to 1 1/2" | EA | \$75.00 |
| ASTM F606 Bolt: Proof Load up to 7/8" | EA | \$65.00 |
| ASTM F606 Bolt: Proof Load up to 1 1/2" | EA | \$85.00 |
| ASTM F606 Nut: Proof Load up to 7/8" | EA | \$45.00 |
| ASTM F606 Nut: Proof Load up to 1 1/2" | EA | \$65.00 |

Laboratory Tests - Soil

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| ASTM D4318 Plasticity Index of Soils | EA | \$250.00 |
| ASTM D1883 California Bearing Ratio | EA | \$450.00 |
| ASTM D2435 Consolidation with Time Rate | EA | \$250.00 |
| ASTM D2435 Consolidation | EA | \$200.00 |
| ASTM D3080 Direct Shear, Consol&Drained | EA | \$325.00 |
| ASTM D4829 Expansion Index of Soils | EA | \$175.00 |
| ASTM D2166 Unconfined Comp Strength | EA | \$250.00 |
| ASTM D5333 Hydro Collapse Potential | EA | \$175.00 |
| ASTM D2050 Tri-Axial Shear Strength | EA | \$350.00 |
| ASTM D2937 In-Place Density, Drive Cyl | EA | \$45.00 |
| ASTM D2216 Soil Moisture Content by Mass | EA | \$25.00 |
| ASTM D698 Maximum Density Std Effort | EA | \$210.00 |
| ASTM D1557 Max Density Optimum Moisture | EA | \$210.00 |
| ASTM D2974 Moisture, Ash, Organic Matter | EA | \$75.00 |
| ASTM D4972 pH of Soils | EA | \$80.00 |
| ASTM D2844 R-Value & Expansive Pressures | EA | \$325.00 |
| ASTM D2419 Sand Equivalent | EA | \$120.00 |
| ASTM D2434 Const Head Permeability Test | EA | \$350.00 |
| ASTM D422 Sieve Analysis of Soil | EA | \$250.00 |
| ASTM D422 Hydrometer Analysis | EA | \$175.00 |
| ASTM D1140 Materials Finer than #200 | EA | \$100.00 |
| ASTM D854 Specific Gravity of Soils | EA | \$195.00 |
| ASTM D4546 Swell Potential | EA | \$175.00 |
| ASTM D4943 Shrinkage Factor by Resin | EA | \$190.00 |
| ASTM D559 Soil Cement Sample Preparation | EA | \$100.00 |
| ASTM D558 Soil-Cement Maximum Density | EA | \$275.00 |
| ASTM D1633 Compression Test Soil Cement | EA | \$75.00 |
| AASHTO T100 Specific Gravity of Soils | EA | \$200.00 |

Laboratory Tests - Masonry

| Product Name | Units | Rate (\$) |
|---------------------------------------|-------|-----------|
| ASTM C140 Block Compressive Strength | SET | \$65.00 |
| ASTM C140 Block Moisture & Absorption | SET | \$75.00 |
| ASTM C426 Block Linear Shrinkage | SET | \$275.00 |
| ASTM C140 Block Unit Wt. & Dimensions | SET | \$195.00 |

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| | | |
|--|-----|----------|
| ASTM C90 Masonry Block Conformance | SET | \$550.00 |
| ASTM C67 Brick Compressive Strength | SET | \$85.00 |
| ASTM C67 Brick Moisture & Absorption | SET | \$75.00 |
| ASTM C67 Brick Modulus of Rupture | EA | \$95.00 |
| ASTM C67 Brick 5 Hour Boil | EA | \$95.00 |
| ASTM C780 Mortar Cylinder Compression | EA | \$30.00 |
| ASTM C1019 Grout Prism Compression | EA | \$30.00 |
| ASTM C1314 Masonry Core Comp Str 8" Max | EA | \$65.00 |
| ASTM C1314 Masonry Core Shear Str 8" Max | EA | \$75.00 |
| ASTM E519 Assemblage Comp Str 8" Block | EA | \$85.00 |
| ASTM E519 Assemblage Comp Str 12" Block | EA | \$100.00 |
| ASTM E519 Assemblage Comp Str 16" Block | EA | \$125.00 |
| ASTM C109 Compressive Strength 2" Cube | EA | \$30.00 |

Laboratory Tests - Concrete

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| ASTM C39 Concrete Cyl Cured or Tested | EA | \$25.00 |
| ASTM C39 Cyl Tested out of Sequence | EA | \$35.00 |
| ASTM C42 Compressive Strength, Core | EA | \$65.00 |
| ASTM C495 Lightweight Concrete Strength | EA | \$45.00 |
| ASTM C78 Flexural Strength, Beam | EA | \$85.00 |
| ASTM C1140 Shotcrete Panel Test | SET | \$250.00 |
| ASTM C138 Unit Weight of Concrete | EA | \$55.00 |
| ASTM C649 Concrete Modulus of Elasticity | EA | \$150.00 |
| ASTM C157 Concrete Shrinkage (Set of 3) | SET | \$450.00 |
| ASTM C496 Splitting Tensile Test | EA | \$90.00 |
| ASTM C495 Density - Lightweight Concrete | EA | \$175.00 |
| AASHTO T336 Coefficient of Thermal Exp | EA | \$500.00 |

Laboratory Tests - Caltrans

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| CT202 Sieve Analysis, Fine Agg | EA | \$150.00 |
| CT202 Sieve Analysis, Combined Agg | EA | \$180.00 |
| CT202 Sieve Analysis, Coarse Agg | EA | \$135.00 |
| CT235 Flat and Elongated Particles | EA | \$285.00 |
| CT205 Percentage Crushed Particles | EA | \$150.00 |
| CT206 Specific Gravity, Coarse Aggregate | EA | \$125.00 |
| CT207 Specific Gravity, Fine Aggregate | EA | \$165.00 |
| CT208 Apparent Specific Gravity of Fines | EA | \$200.00 |
| CT229 Durability Index | EA | \$300.00 |
| CT234 Angularity & Voids, Fine Agg | EA | \$195.00 |
| CT211 Abrasion, Los Angeles Rattler | EA | \$250.00 |
| CT227 Cleaness Value | EA | \$285.00 |
| CT214 Soundness by Sodium Sulfate | EA | \$375.00 |
| CT213 Organic Impurities in Sand | EA | \$95.00 |
| CT226 Moisture Content by Oven Drying | EA | \$25.00 |
| CT217 Sand Equivalent | EA | \$120.00 |
| CT308(A) Core Density Paraffin Coated | EA | \$50.00 |
| CT308(C) Core Density SSD | EA | \$45.00 |
| CT303 Approximate Bitumen Ratio | EA | \$250.00 |
| CT304/308(A) LTMD Kneading Compactor | EA | \$325.00 |
| CT305 Swell of Bituminous Mixtures | EA | \$350.00 |

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| | | |
|---|-----|------------|
| CT366 Stabilometer Value | EA | \$265.00 |
| CT308(A)/366 Stability and Density | EA | \$325.00 |
| CT308(C)/366 Stability and Density | EA | \$325.00 |
| CT309 Maximum Theoretical Density | EA | \$200.00 |
| CT370 Moisture Content by Microwave | EA | \$75.00 |
| CT379 Asphalt Content Nuclear Gauge | EA | \$200.00 |
| CT382 Asphalt Content by Ignition | EA | \$185.00 |
| CT382 Ignition Oven Correction Factor | EA | \$300.00 |
| CT371 Tensile Strength Ratio | EA | \$1,100.00 |
| CT302 Film Stripping | EA | \$250.00 |
| CT521 Concrete Cyl Compressive Strength | EA | \$25.00 |
| CT523 Concrete Flexural Strength, Beam | EA | \$85.00 |
| CT531 Length of Drilled Concrete Cores | EA | \$45.00 |
| CT550 Surface Abrasion of Concrete | EA | \$400.00 |
| CT534 Water Retention, Liq Curing Cmpnd | EA | \$425.00 |
| CT521 Compressive Strength LCB | EA | \$25.00 |
| CT524 RSC Flexural Strength, Beam | EA | \$85.00 |
| CT515 Relative Mortar Strength, PCC Sand | EA | \$600.00 |
| CT670 Tensile Strength up to #8 | EA | \$50.00 |
| CT670 Tensile Strength #8 - #11 | EA | \$75.00 |
| CT670 Tensile Strength #14 | EA | \$100.00 |
| CT670 Tensile Strength #18 | EA | \$150.00 |
| CT 52-1-08C Slip Test | EA | \$150.00 |
| CT670 Operator Qualification #9 - #11 | LOT | \$400.00 |
| CT670 Operator Qualification up to #8 | LOT | \$350.00 |
| CT670 Operator Qualification #14 | LOT | \$600.00 |
| CT670 Operator Qualification #18 | LOT | \$850.00 |
| CT670 Operator Qualification up to #8 | EA | \$300.00 |
| CT670 Operator Qualification #9 - #11 | EA | \$350.00 |
| CT670 Operator Qualification #14 | EA | \$450.00 |
| CT670 Operator Qualification #18 | EA | \$600.00 |
| CT670 Production Lot up to #8 (Service) | LOT | \$250.00 |
| CT670 Production Lot #9 to #11 (Service) | LOT | \$300.00 |
| CT670 Production Lot #14 (Service) | LOT | \$400.00 |
| CT670 Production Lot #18 (Service) | LOT | \$550.00 |
| CT670 Production Lot up to #8 (Ultimate) | LOT | \$300.00 |
| CT670 Production Lot #9 to #11 (Ultimate) | LOT | \$350.00 |
| CT670 Production Lot #14 (Ultimate) | LOT | \$550.00 |
| CT670 Production Lot #18 (Ultimate) | LOT | \$750.00 |
| CT204 Plasticity Index, Atterberg | EA | \$225.00 |
| CT209 Specific Gravity of Soil | EA | \$200.00 |
| CT216 CA Impact Max Density | EA | \$225.00 |
| CT216 CA Impact, Rock Correction | EA | \$45.00 |
| CT301 Resistance R-Value Stabilometer | EA | \$320.00 |
| CT417 Soluble Sulfates | EA | \$95.00 |
| CT422 Chloride Content | EA | \$80.00 |
| CT643 Resistivity and pH | EA | \$95.00 |

Laboratory Tests - Asphalt

| Product Name | Units | Rate (\$) |
|---|-------|-----------|
| ASTM D2726 Core Density (SSD) | EA | \$45.00 |
| ASTM D1188 Core Density Parafilm Coated | EA | \$50.00 |

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| | | |
|--|----|------------|
| ASTM D6926 Lab Max Density Marshall | EA | \$250.00 |
| ASTM D6927 Marshal Stability and Flow | EA | \$325.00 |
| ASTM D1561 LTMD Kneading Compactor | EA | \$260.00 |
| ASTM D1560 Hveem Stability and Density | EA | \$325.00 |
| ASTM D1560 Hveem Stability | EA | \$225.00 |
| ASTM D2041 Maximum Theoretical Density | EA | \$195.00 |
| ASTM D6307 Ignition Oven Calibration | EA | \$300.00 |
| ASTM D2172 Asphalt Content by Solvents | EA | \$275.00 |
| ASTM D6307 Asphalt Content by Ignition | EA | \$185.00 |
| ASTM D4125 Asphalt Content Nuclear Gauge | EA | \$250.00 |
| ASTM D5444 Gradation of Extracted Agg | EA | \$200.00 |
| ASTM D244 Emulsion Residue Evaporation | EA | \$175.00 |
| ASTM D244 Emulsion Sieve Analysis | EA | \$115.00 |
| ASTM D3910 Wet Track Abrasion | EA | \$150.00 |
| AASHTO T324 Hamburg Wheel Tracking Test | EA | \$900.00 |
| AASHTO T283 Tensile Strength Ratio | EA | \$1,100.00 |
| AASHTO T312/T275 LTMD Gyratory Compactor | EA | \$325.00 |
| AASHTO T308 Asphalt Content by Ignition | EA | \$185.00 |
| AASHTO T209 Theoretical Maximum Density | EA | \$195.00 |
| AASHTO T283 Tensile Strength Ratio RHMA | EA | \$1,100.00 |
| AASHTO T308A AC Correction Factor | EA | \$350.00 |
| AASHTO T324 Hamburg Wheel Tracking RHMA | EA | \$900.00 |
| AASHTO T312/T275 LTMD Gyratory Comp RHMA | EA | \$325.00 |

Laboratory Tests - Aggregates

| Product Name | Units | Rate (\$) |
|--|-------|-----------|
| ASTM C131 Abrasion, Los Angeles Rattler | EA | \$250.00 |
| ASTM C40 Organic Impurities in Fine Agg | EA | \$95.00 |
| ASTM C128 Specific Gravity, Fine Agg | EA | \$175.00 |
| ASTM C127 Specific Gravity, Coarse Agg | EA | \$150.00 |
| ASTM C1252 Angularity & Voids, Fine Agg | EA | \$175.00 |
| ASTM C566 Moisture Content by Drying | EA | \$20.00 |
| ASTM C117 Materials Finer than No. 200 | EA | \$100.00 |
| ASTM D2419 Sand Equivalent | EA | \$120.00 |
| ASTM C289 Alkali-Silica Reactivity | EA | \$500.00 |
| ASTM D4791 Flat & Elongated Particles | EA | \$275.00 |
| ASTM D5821 Percent Fractured Particles | EA | \$150.00 |
| ASTM C123 Percent Lightweight Particles | EA | \$200.00 |
| ASTM C88 Soundness by Sodium Sulfate | EA | \$400.00 |
| ASTM C136 Sieve Analysis, Combined Agg | EA | \$175.00 |
| ASTM C136 Sieve Analysis, Coarse Agg | EA | \$135.00 |
| ASTM C136 Sieve Analysis, Fine Agg | EA | \$150.00 |
| ASTM C142 Clay Lumps & Friable Particles | EA | \$190.00 |
| AASHTO T304 Angularity & Voids in Fines | EA | \$165.00 |
| AASHTO T84 Specific Gravity, Fine Agg | EA | \$175.00 |
| AASHTO T85 Specific Gravity, Coarse Agg | EA | \$150.00 |
| AASHTO T96 Abrasion, Los Angeles Rattler | EA | \$250.00 |
| AASHTO T27 Sieve Analysis, Combined Agg | EA | \$175.00 |
| AASHTO T27 Sieve Analysis, Fine Agg | EA | \$150.00 |
| AASHTO T27 Sieve Analysis, Coarse Agg | EA | \$135.00 |
| AASHTO T176 Sand Equivalent | EA | \$120.00 |
| AASHTO T335 Crushed Particles | EA | \$150.00 |

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2021 PW Rate Schedule of Fees and General Terms

Equipment Charges

| Product Name | Units | Rate (\$) |
|---|-------|------------|
| Mileage | MILE | Quote |
| Portable Drilling Equipment w/ Operator | HR | \$400.00 |
| Mobile Laboratory Trailer & Testing Equipment | DAY | \$450.00 |
| Stationary Laboratory Trailer & Testing Equipment | MO | \$450.00 |
| Diamond Bit Core Rig and Generator | DAY | \$400.00 |
| Nuclear Density Test Gauge | DAY | \$25.00 |
| Hand Held Turbidity Meter | DAY | \$20.00 |
| Ultrasonic Test Unit and Consumables | DAY | \$50.00 |
| Magnetic Particle Test Unit | DAY | \$50.00 |
| Skidmore | DAY | \$50.00 |
| Schmidt Hammer | DAY | \$50.00 |
| Torque Wrench | DAY | \$50.00 |
| Proof Load Testing Equipment | DAY | \$100.00 |
| Drilling Equip Mobilization / De-Mob | EA | \$600.00 |
| ASTM C1028 Coefficient of Friction | DAY | \$350.00 |
| Mini Environmental Quality Meter | DAY | \$250.00 |
| Inertial Profiler | DAY | \$1,800.00 |
| Materials / Supplies | LS | Quote |
| Misc. Permits | LS | Quote |
| Misc. Fees | HR | Quote |
| Misc. Subconsultant | LS | Quote |
| Set of Aerial Photographs | EA | Quote |
| Blueprinting | EA | Quote |
| Dutch Cone Penetrometer with Operator | HR | \$250.00 |
| Hollow Stem Auger Drill Rig w/ Operator | HR | \$350.00 |
| Portable Drilling Equipment w/ Operator | HR | \$400.00 |
| Bucket Auger Drill Rig with Operator | HR | \$450.00 |
| Air Rotary Drill Rig with Operator | HR | \$500.00 |
| Rotary Wash Drill Rig with Operator | HR | \$500.00 |
| Per Diem | DAY | \$135.00 |



2021 PW Rate Schedule of Fees and General Terms

TERMS AND CONDITIONS

GENERAL CHARGES

- RMA GeoScience requires twenty-four (24) hour prior notification for scheduling inspectors and/or technicians.
- Inspection charges start from our RMA GeoScience regional office portal to portal. All inspection hours will be billed in the following increments:
 - There will be a minimum two (2) hour charge for any RMA GeoScience employee presence on site.
 - Additional time will be billing in two (2) hour increments thereafter.
- When personnel are required to work in excess of 5 hours without an uninterrupted meal period of 30 minutes, due to project constraints, ½ hour will be charged at double time rates in addition to any applicable hours worked.
- Rates are valid through June 30, 2021. Rates for personnel will increase by 3% per year on July 1st of each subsequent year.
- Certified Payroll Reports will be prepared upon request. There will be a \$95.00 charge for each certified payroll report.
- Outside services will be billed at cost plus 15% unless billed directly to and paid for by Client.
- Requests made by client for management attendance at meetings at the project site will be charged at standard rate.
- Our budget is based on a "balanced site" and excludes any import soil material lab testing or DTSC environmental testing.
- Our budget is based on billing additional for "Nuclear Density Test Gauge" at \$25.00 ea. day/or ea. trip in addition to soil compaction testing hourly costs listed in "Grading Observation and Testing" section scope. This will be based on the dispatch call-outs for this scope of work and the new construction schedule.

OVERTIME CHARGES

- Work performed in excess of 8 hours per day and / or up to eight (8) hours on Saturdays will be billed at 1.5 times the unit rate.
- Work performed on Sunday, recognized holidays, or in excess of eight (8) hours on Saturdays will be billed at 2.0 times the unit rate.
- A 20% surcharge will be applied for laboratory tests performed on a "Rush Basis" or on a Saturday or Sunday.

PER DIEM AND TRAVEL CHARGES

- An \$145.00 charge per day will be applied when our personnel are required to stay overnight at remote locations.
- Time will be billed at the unit rate while traveling to a remote location or if a location requires an overnight stay.
- Mileage for travel outside a 50 mile radius from either the project site or the nearest RMA facility whichever is closest, will be charged at a rate of \$0.55 per mile.

NIGHT WORK

- A \$12.00 per hour surcharge will be added to all personnel rates for work performed during night shifts.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: March 31, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action


Date you wish to have your item considered: April 14th, 2021**ITEM:** Consultant Contract with Jeremy Anderson of The Jeremy Anderson Group, LLC**PURPOSE:**

Provide a Virtual/Live Keynote Presentation for HESD Teachers and Support Staff on August 5, 2021.

Keynote Topic: Next level Teaching: Teachers are Superheroes**FISCAL IMPACT:** \$7,200.00**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: April 1, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 14, 2021**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy and Administrative Regulations are being updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026) which require that complaints of behavior that meet federal definition of sexual harassment be addressed through the new Title IX complaint procedures. Title of compliance officer changed to Title IX Coordinator pursuant to federal regulations, and responsibility assigned to Title IX Coordinator to receive complaints and determine appropriate complaint procedure to use

- BP/AR 4119.11, 4219.11, 4319.11 – Sexual Harassment (revised)
- AR 4119.12, 4219.12, 4319.12 – Title IX Sexual Harassment Complaint Procedures (new)

FISCAL IMPACT: Unknown.

RECOMMENDATION: Adopt.

Policy 4119.11: Sexual Harassment**4219.11, 4319.11**

Original Adopted Date: 02/09/2005 | Last Revised Date: 11/14/2018

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

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

(cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)

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

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

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

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

3. Ensuring prompt, thorough, and fair, and equitable investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Sexual Harassment Reports and Complaints

Any district employee District employees who feels feel that he/she has they have been sexually harassed in the performance of his/her their district responsibilities or who has have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her their direct supervisor, another supervisor, a district administrator, or, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator Complaints of sexual harassment shall ensure the be filed and investigated in accordance with the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or procedure specified in AR 4030 - Nondiscrimination in Employment, as applicable. Because An employee may bypass his/her supervisor in filing a complaint or allegation that is dismissed or denied under where the supervisor is the Title IX subject of the complaint procedure may still be be subject.

All complaints and allegations of sexual harassment shall be kept confidential to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030. extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

(cf. 4112.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

The title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 11006-11086

2 CCR 11021

2 CCR 11023

2 CCR 11024

2 CCR 11034

5 CCR 4900-4965

Ed. Code 200-262.4

Gov. Code 12900-12996

Gov. Code 12940

Gov. Code 12950

Gov. Code 12950.1

Lab. Code 1101

Lab. Code 1102.1

Federal References

20 USC 1681-1688

34 CFR 106.1-106.9

34 CFR 106.51-106.61

42 USC 2000e-2000e-17

Management Resources References

Court Decision

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U.S. Equal Employment Opportunity Com.
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[Discrimination in employment - retaliation](#)

[Harassment and discrimination prevention and correction](#)

[Required training and education on harassment based on sex, gender identity and expression, and sexual orientation](#)

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[Title IX prohibition against discrimination](#)

[Nondiscrimination on the basis of sex in education programs or activities](#)

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[Department of Health Services v. Superior Court of California, \(2003\) 31 Cal.4th 1026](#)

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[Burlington Industries v. Ellreth, \(1998\) 118 S.Ct. 2257](#)

[Gebser v. Lago Vista Independent School District, \(1998\) 118 S.Ct. 1989](#)

[Oncale v. Sundowner Offshore Serv. Inc., \(1998\) 118 S.Ct. 998](#)

[Meritor Savings Bank, FSB v. Vinson et al., \(1986\) 447 U.S. 57](#)

[Promising Practices for Preventing Harassment, November 2017](#)

[California Department of Fair Employment and Housing](#)

[U.S. Department of Education, Office for Civil Rights](#)

[U.S. Equal Employment Opportunity Commission](#)

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[Nondiscrimination In District Programs And Activities](#)

[Comprehensive Safety Plan](#)

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| 3600 | <u>Consultants</u> |
| 4030 | <u>Nondiscrimination In Employment</u> |
| 4030 | <u>Nondiscrimination In Employment</u> |
| 4040 | <u>Employee Use Of Technology</u> |
| 4040 | <u>Employee Use Of Technology</u> |
| 4040-E(1) | <u>Employee Use Of Technology - Employee Technology Acceptable Use Policy</u> |
| 4112.9 | <u>Employee Notifications</u> |
| 4112.9-E(1) | <u>Employee Notifications</u> |
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| 4118 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4119.21 | <u>Professional Standards</u> |
| 4119.21-E(1) | <u>Professional Standards</u> |
| 4119.22 | <u>Dress And Grooming</u> |
| 4131 | <u>Staff Development</u> |
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| 4319.21 | <u>Professional Standards</u> |
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| 5145.7 | <u>Sexual Harassment</u> |
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**Regulation 4119.11: Sexual Harassment
4219.11, 4319.11**

Status: DRAFT

Original Adopted Date: 05/05/1993 | Last Revised Date: 11/14/2018

The following ~~This~~ administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

~~Prohibited sexual~~ Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions ~~when~~: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Submission to or rejection of the conduct ~~by~~ is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

(cf. 4030 - Nondiscrimination in Employment)

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, ~~Prohibited~~ sexual harassment is defined as any of the following forms of ~~also includes~~ conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44) ~~regardless of whether or not it is motivated by~~

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be ~~desire~~, is so severe, or pervasive, and objectively ~~as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive that it effectively denies a person equal access to the district's education program or activity~~ work environment.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual harassment Complaints)

Examples of Sexual Harassment

Examples of actions that might constitute sexual harassment under state or federal law in accordance with the definitions above, in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate, and resolve sexual harassment complaints, processed under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contact at

Jaime Martinez
Assistant Superintendent of Human Resources
714 N. White Street, Hanford, CA 93230
(559) 585-3609
jmartinez@hanfordesd.org

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employee receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired employees and employees or promoted employees to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926).

(cf. 4300 - Administrative and Supervisory Personnel)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024~~11023~~11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment, the remedies

2. The types of conduct that constitute available to sexual harassment

3. Remedies available for victims in civil actions, and potential employer/district and/or individual exposure / or liability

~~2. The types of conduct that constitute~~ 4. Strategies to prevent harassment in the workplace

5. Supervisor's obligation to report sexual harassment, and retaliation of which they become aware

6. and practical Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources

~~3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment~~

~~4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint~~

~~5. The essential elements of the district's anti-harassment policy, including the~~ 7. The limited confidentiality of the complaint process and resources

8. Resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment

9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint

10. What to do if the supervisor is personally accused of harassment

11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive 6. A copy of the district's sexual harassment policy and administrative regulations, which they each participant shall read and acknowledge in writing that he/she they has received

~~7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or~~

epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

8-12. Information including practical examples of harassment based on gender identity, gender expression, and sexual orientation

13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

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

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site (34 CFR 106.8)

5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employees organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Department of Fair

Employment and Housing (DFEH) or the district **information sheets** that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and the EEOC.

In addition, the district shall post, in a prominent and accessible location, **the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights.** (Government Code 12950)

Complaint Procedures

All complaints and allegations of sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaints. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

2 CCR 11006-11086
 2 CCR 11021
 2 CCR 11023
 2 CCR 11024
 2 CCR 11034
 5 CCR 4900-4965
 Ed. Code 200-262.4
 Gov. Code 12900-12996
 Gov. Code 12940
 Gov. Code 12950
 Gov. Code 12950.1
 Lab. Code 1101
 Lab. Code 1102.1

Federal References

20 USC 1681-1688
 34 CFR 106.1-106.9
 34 CFR 106.51-106.61
 42 USC 2000e-2000e-17

Management Resources References

Court Decision
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 U.S. Equal Employment Opportunity Com.
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 Sexual harassment
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 Political activities of employees
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[Department of Health Services v. Superior Court of California, \(2003\) 31 Cal.4th 1026](#)
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[Burlington Industries v. Ellreth, \(1998\) 118 S.Ct. 2257](#)
[Gebser v. Lago Vista Independent School District, \(1998\) 118 S.Ct. 1989](#)
[Oncale v. Sundowner Offshore Serv. Inc., \(1998\) 118 S.Ct. 998](#)
[Meritor Savings Bank, FSB v. Vinson et al., \(1986\) 447 U.S. 57](#)
[Promising Practices for Preventing Harassment, November 2017](#)
[California Department of Fair Employment and Housing](#)
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| 3600 | <u>Consultants</u> |
| 4030 | <u>Nondiscrimination In Employment</u> |
| 4030 | <u>Nondiscrimination In Employment</u> |
| 4040 | <u>Employee Use Of Technology</u> |
| 4040 | <u>Employee Use Of Technology</u> |
| 4040-E(1) | <u>Employee Use Of Technology - Employee Technology Acceptable Use Policy</u> |
| 4112.9 | <u>Employee Notifications</u> |
| 4112.9-E(1) | <u>Employee Notifications</u> |
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| 5145.7 | <u>Sexual Harassment</u> |

**Regulation 4119.12: Title IX Sexual Harassment Complaint Procedures
4219.12, 4319.12**

Status: DRAFT

Original Adopted Date: Pending

**Hanford ESD
Administrative Regulation
Title IX Sexual Harassment Complaint Procedures**

AR 4119.12 4219.12, 4319.12
Personnel

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

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

All other sexual harassment complaints or allegations shall be investigated and resolved in accordance with AR 4030 - Nondiscrimination in Employment. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator.

(cf. 4030 - Nondiscrimination in Employment)

Because the complainant has a right to pursue a complaint under AR 4030 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for AR 4030 are concurrently met while implementing the Title IX procedure.

Reporting Allegations/Filing a Formal Complaint

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 4119.11/4219.11/4319.11 - Sexual Harassment or to the employee's direct supervisor or other district administrator, who shall forward the report to the Title IX Coordinator within one day of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and not unreasonably burden the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If the respondent is a student, the district may, on an emergency basis, remove the student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to AR 4030 - Nondiscrimination in Employment as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45)

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decision-maker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)
 (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
 (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom.
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web

site, or if the district does not maintain a web site, available upon request by members of the public.

(cf. 1113 - District and School Web Sites)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48985 Notices, report, statements and records in primary language

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

WEB SITES

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

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

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

(7/20) 10/20

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: April 1, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 14, 2021**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policies are being updated to reflect NEW LAW (AB 1353) which shortens the length of the probationary period for classified employees in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer.

- BP4216 – Probationary/Permanent Status for Classified employees (revised)
- BP4315 – Evaluation/Supervision, for Management/ Specialists/Confidential employees (revised)

FISCAL IMPACT: Unknown.

RECOMMENDATION: Adopt.

Policy 4216: Probationary/Permanent Status

Status: DRAFT

Original Adopted Date: Pending

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed a period of probationary service not to exceed one year been in paid service with the district for six months or 130 days, whichever is longer. (Education Code 45113, 45301). "Service" shall mean active duty for the period of time prescribed in the collective bargaining agreement, and shall exclude prolonged or repeated absences as provided therein. Upon satisfactorily completing their probationary service, probationary employees shall become permanent classified employees of the district.

Permanent classified employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the required probationary service in that position.

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period as provided in administrative regulations and the collective bargaining agreement. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

(cf. 4215 - Evaluation/Supervision)

Probationary employees newly hired may be dismissed at any time during their probationary period. A permanent employee who was promoted to a higher classification and fails to satisfactorily complete the probationary period in the new position shall be released from that position during the probationary period and returned to a position in his/her former classification.

(cf. 4218 Dismissal/Suspension/Disciplinary Action)

This policy shall be made available to classified employees and the public.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 45113

Description[Notification of charges, classified employees](#)

Ed. Code 45240-45320

[Merit system](#)**Management Resources References**

Website

Description[California School Employees Association](#)**Cross References**

4112.9

Description[Employee Notifications](#)

4112.9-E(1)

[Employee Notifications](#)

4161.11

[Industrial Accident/Illness Leave](#)

4161.11

[Industrial Accident/Illness Leave](#)

4212.9

[Employee Notifications](#)

4212.9-E(1)

[Employee Notifications](#)

4215

[Evaluation/Supervision](#)

4215

[Evaluation/Supervision](#)

4261.1

[Personal Illness/Injury Leave](#)

4261.11

[Industrial Accident/Illness Leave](#)

4261.11

[Industrial Accident/Illness Leave](#)

| | |
|-------------|--|
| 4312.9 | <u>Employee Notifications</u> |
| 4312.9-E(1) | <u>Employee Notifications</u> |
| 4361.11 | <u>Industrial Accident/Illness Leave</u> |
| 4361.11 | <u>Industrial Accident/Illness Leave</u> |

Policy 4315: Evaluation/Supervision

Status: DRAFT

Original Adopted Date: 11/07/2001 | Last Revised Date: 09/08/2004

A. Certificated and Classified Management Personnel**1. Evaluation Timeline**

a. Probationary certificated management employees shall be formally evaluated once during each of the two years of probation. Evaluation conferences shall be conducted not later than February 15th and May 30th of each year.

b. Probationary classified management employees shall be formally evaluated at least twice during the 12 6 months (130 service days) of probation. Evaluation conferences shall be conducted at or about the end of the 5th 3rd month and not later than the end of the 11th 5th month of probation.

c. After successful completion of the probationary period, managers shall be formally evaluated at least once every two years. A manager whose overall performance is assessed as below standard shall be re-evaluated at a time determined by the Superintendent or designee, and at least once every year until such time as the performance meets standards or he/she is separated from service.

2. Evaluation Criteria

Evaluation of employee performance is a continuing process. The periodic formal evaluation of performance and assessment of the competency of management personnel shall summarize the supervisor's ongoing observations during the evaluation period based on the supervisor's observations:

- a. The manager's progress toward agreed-upon goals, and objective, professional growth and development, and overall effectiveness of performance
- b. Fulfillment of general expectations of professionalism and accountability, support for district programs and services, and compliance with laws, Board of Trustees policies, regulations, and procedures
- c. Fulfillment of specific responsibilities and duties established in the manager's job description adopted by the Board
- d. Leadership, planning, problem-solving, resource management, and supervision skills
- e. Communications skills and effectiveness of working relationship with others, approachability and cooperation, and such additional factors as may be determined by the Superintendent or designee
- f. The evaluation shall acknowledge demonstration of special skills, contributions, and achievements, identify areas in need of improvement, and provide guidance and direction for improvement of the employee's effectiveness.

B. Classified Supervisory and Confidential Personnel**1. Timeline**

a. Probationary classified supervisors and confidential employees shall be formally evaluated at least twice during their 12 6-month (130 service days) probationary period. Evaluation conferences shall be conducted at or about the end of the 5th 3rd month and not later than at the end of the 11th 5th month of probation. Probationary employees shall be given ongoing training, guidance, and supervision during the evaluation period to ensure a comprehensive and factual assessment of their performance.

b. Permanent classified supervisors and confidential employees shall be formally evaluated at least once every other year. More frequent evaluations shall be conducted if the employee's overall performance does not meet the standards and expectations for his/her position.

2. Evaluation Criteria

Formal evaluation shall address:

- a. The competence, diligence, and efficiency with which the employee executes the specific responsibilities and duties of his/her position,

- b. Acknowledge special accomplishments, and general efforts, progress, and contribution,
 - c. Assess the employee's adherence to Board policies, administrative regulations, timelines, and district/department rules and procedures.
 - d. Judge the effectiveness of the employee's working relationships with others, and
 - e. Identify areas in need of improvement, and provide guidance and direction for improvement of the employee's effectiveness
 - f. For supervisor, the evaluation shall also address the employee's ability to solve problems, and to train, assign, direct, and supervise subordinate employees.
 - g. For confidential employees, the evaluation shall include an assessment of the employee's public relations and communications skills, exercise of good judgment, and reliability in maintaining strict confidentiality about labor relations and other privileged communications and personnel matters of a sensitive or confidential nature.
- C. All formal evaluations shall be in written form, signed by the employee and his/her evaluator, and placed in the employee's permanent personnel file. Employees shall be offered an opportunity to respond and have their response attached to the file copy of the evaluation.
- D. The Superintendent or designee shall develop appropriate procedures, forms or formats, and standards of performance for the evaluation of management, supervisory, and confidential personnel, and shall review recommended standards, procedures, and formats with Cabinet-level management staff prior to presentation to the Board for adoption and implementation.
- E. The Superintendent shall ensure that job responsibilities, standards of performance, and general expectations are clearly communicated to all managers, supervisors, and confidential employees and that an effective accountability and communication system exists for the supervision and evaluation of their duties. The Superintendent shall periodically report to the Board on the effectiveness of district management and supervisory employees and shall recommend changes to the evaluation process as needed.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

| | Description |
|----------------------|---|
| Ed. Code 35171 | Availability of rules and regulations for evaluation of performance |
| Ed. Code 44660-44665 | Evaluation and assessment of performance of certificated employees |
| Ed. Code 44670-44671 | Principal evaluation |
| Ed. Code 45113 | Notification of charges, classified employees |
| Gov. Code 3540.1 | Public employment definitions |
| Gov. Code 3543.2 | Scope of representation |
| Gov. Code 3545 | Appropriateness of unit; basis |

Management Resources References

| | Description |
|---|--|
| Commission on Teacher Credentialing Publication | California Professional Standards for Educational Leaders, February 2014 |
| Website | Commission on Teacher Credentialing |
| Website | Association of California School Administrators |
| Website | CSBA |
| Website | California Department of Education |

Cross References

| | Description |
|------|------------------------|
| 0000 | Vision |

| | |
|--------------|--|
| 0000 | <u>Vision</u> |
| 0200 | <u>Goals For The School District</u> |
| 0460 | <u>Local Control And Accountability Plan</u> |
| 0460 | <u>Local Control And Accountability Plan</u> |
| 0500 | <u>Accountability</u> |
| 2140 | <u>Evaluation Of The Superintendent</u> |
| 4000 | <u>Concepts And Roles</u> |
| 4112.6 | <u>Personnel Files</u> |
| 4112.8 | <u>Employment Of Relatives</u> |
| 4112.9 | <u>Employee Notifications</u> |
| 4112.9-E(1) | <u>Employee Notifications</u> |
| 4115 | <u>Evaluation/Supervision</u> |
| 4115 | <u>Evaluation/Supervision</u> |
| 4119.21 | <u>Professional Standards</u> |
| 4119.21-E(1) | <u>Professional Standards</u> |
| 4140 | <u>Bargaining Units</u> |
| 4212.6 | <u>Personnel Files</u> |
| 4212.8 | <u>Employment Of Relatives</u> |
| 4219.21 | <u>Professional Standards</u> |
| 4219.21-E(1) | <u>Professional Standards</u> |
| 4240 | <u>Bargaining Units</u> |
| 4312.1 | <u>Contracts</u> |
| 4312.6 | <u>Personnel Files</u> |
| 4312.8 | <u>Employment Of Relatives</u> |
| 4319.21 | <u>Professional Standards</u> |
| 4319.21-E(1) | <u>Professional Standards</u> |
| 4331 | <u>Staff Development</u> |
| 4340 | <u>Bargaining Units</u> |
| 6020 | <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> |
| 6162.5 | <u>Student Assessment</u> |
| 6162.5 | <u>Student Assessment</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 9000-B | <u>Role Of The Board</u> |

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 1, 2021

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 14, 2021**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes

- Yesenia Hernandez, Substitute Bilingual Clerk Typist, effective 3/19/21
- Esmeralda Torres-Gonzalez, Substitute Yard Supervisor, effective 3/8/21;
Short-term Yard Supervisor – 3.5 hrs., Roosevelt, effective 4/6/21 to 6/4/21
- Sandy Virden, Short-term Yard Supervisor – 3.25 hrs., Lincoln, effective
4/6/21 to 6/4/21
- Earlisha White, Substitute Yard Supervisor, effective 3/9/21

b. Resignations

- Maria E. Arroyo, Yard Supervisor – 2.25 hrs., Richmond, effective 3/19/21
- Daniela Flores-Cabral, READY Program Tutor – 4.5 hrs., Jefferson,
effective 3/26/21
- Laura Canchola Leon, Yard Supervisor – 4.5 hrs., Hamilton, effective
3/25/21
- Vanessa Carson, Licensed Vocational Nurse – 6.0 hrs., Wilson, effective
4/5/21
- Elizabeth McGrath, READY Program Tutor – 4.5 hrs., Richmond, effective
3/23/21
- Molly Retzlaff, Special Education Aide – 5.0 hrs., Monroe, effective 5/14/21

c. Retirement

- Leslie Arakelian, Student Specialist – 8.0 hrs., Hamilton, effective 4/30/21
- Alice Garcia, Administrative Assistant – 8.0 hrs., Human Resources, effective 4/30/21
- Robert Guzman, Custodian II – 8.0 hrs., Food Services, effective 6/4/21

d. Promotion

- Evelyn Galvan, from Personnel Specialist – 8.0 hrs., to Administrative Assistant – 8.0 hrs., Human Resources, effective 4/27/21

e. More Hours

- Dana Raulino, Bus Driver, from 4.5 hrs., to 6.0 hrs., Transportation/DSF, effective 4/6/21

f. Temporary Out of Class Assignment

- Jessica Castro, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Roosevelt, effective 2/23/21 to 4/9/21
- Margarita Gonzales, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Richmond, effective 3/22/21 to 4/30/21

g. Adopt Declaration of Need for Fully Qualified Educators for 2021-2022 School Year (Title 5, 80026) – Attached

h. Annual Statement of Need for 30-Day Substitute Teaching Permits

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2021-2021 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/05/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/14/2021

ITEM:

Consider approval of the 2021-2022 Local Control Accountability Plan (LCAP) and District budget public hearing date of June 9, 2021 at 5:30pm.

PURPOSE:

The proposed Local Accountability Plan and District budget can be adopted only after public hearings have been held. The LCAP and District Budget must be adopted by June 30, 2021. The District recommends the public hearings be held during the regular meeting on June 9, 2021. A copy of the public notice that will be published has been included for you reference.

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

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the public hearing date and time.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/05/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/14/2021

ITEM:

Consider the opening of Fund 0800.

PURPOSE:

Fund 0800 will be necessary to facilitate the accounting of Associated Student Body (ASB) activities in accordance with Governmental Accounting Standards Board (GASB) statement number 84.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the opening of Fund 0800.

Hanford Elementary School District

Opening Fund

Board Approval Form

District: Hanford Elementary School District
New Fund Title: Student Activity Special Revenue Fund
New Fund Number: 800

Use of Fund: To facilitate the accounting of ASB activities in accordance with GASB 84

Approved: Governing Board

Date:

April 14, 2021

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/05/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/14/2021

ITEM:

Consider approval of the Comprehensive Maintenance Plan.

PURPOSE:

Education Code Section 17014 requires the Board of Education to certify as part of the school district's annual budget process that a plan has been prepared for completing major maintenance, repair, and replacement requirements for state-funded school facilities.

To meet this plan requirement and to ensure that all Hanford Elementary School District (HESD) facilities are maintained in good repair, HESD has (1) established a School Facilities Inspection System to identify, budget, and schedule maintenance needs; (2) established and maintains a Routine Restricted Maintenance account within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance, pursuant to Education Code Section 17582.

Staff hereby requests that the Board certify that a Comprehensive Facilities Maintenance Plan has been established pursuant to Education Code Section 17014.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Comprehensive Maintenance Plan.

**HANFORD ELEMENTARY SCHOOL DISTRICT
COMPREHENSIVE FACILITIES MAINTENANCE PLAN
(ROUTINE RESTRICTED AND DEFERRED MAINTENANCE PROGRAMS)**

1. OVERVIEW

The Hanford Elementary School District (HESD) participates in the State School Facility Program (SFP) and in the Deferred Maintenance Program (DMP). The SFP requires participating districts to assure that State-funded projects are kept in good repair. In order to ensure that facilities are maintained in good repair, the SFP and DMP programs require districts to have a School Facilities Inspection System in place, and also require that funds be budgeted and expended to make necessary repairs.

To meet these requirements, HESD has (1) established a School Facilities Inspection System; (2) established and maintains a restricted account (Routine Restricted Maintenance, Resource 8150) within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance (Fund 1400), pursuant to Education Code Section 17582.

HESD will identify maintenance concerns through the Facilities Inspection System that utilizes an annual evaluation with the Facility Inspection Tool and a work order system, will plan and schedule the work using routine work orders and the Deferred Maintenance Program, and will fund the necessary repairs using a combination of Routine Restricted Maintenance (RRM) funds and Deferred Maintenance funds.

The HESD shall budget the statutory minimum annually for RRM Projects and shall at least transfer the statutory amount of the unrestricted General Fund revenue into the RRM account, for no less than twenty (20) years. HESD shall set-aside the at least the statutory minimum of its current year Local Control Funding Formula as its match for DMP projects.

Unexpended balances in the RRM account and the Deferred Maintenance Fund shall be carried forward to be spent on maintenance expenditures in future years.

Annually before September 30, the RRM Account Certification shall be completed and filed by the Chief Business Official when required. The DMP will be updated by the Facilities Department in accordance with the current statute.

2. ROUTINE RESTRICTED MAINTENANCE EXPENDITURES

The RRM Account shall be used for “maintenance” of HESD facilities. The California School Accounting Manual defines maintenance as:

“Activities involved with repairing, restoring, or renovating school property, including grounds, buildings, site improvements, building fixtures, and service systems.”

RRM Account expenditures will be made as allowed by the Office of Public School Construction (OPSC). OPSC has identified four types of maintenance that may be accomplished using RRM Account funds:

1. Breakdown: The emergency maintenance to equipment necessary to continue normal school functions.
2. Operating: Work necessary for a component to function and operate properly (i.e., lubrication, belt replacement, tune up, replacement of lighting ballasts).
3. Preventive: Regularly scheduled maintenance based on life-cycle projection of various components.
4. Overhaul: Periodic major repair or replacement of operating parts and components of equipment.

Education Code Section further defines major maintenance as “*all actions necessary to keep flooring, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the Governing Board of the school district in good repair.*”

HESD will use the RRM funds for expenditures as indicated above.

In addition to the expenditures indicated above, the expenditures listed below are necessary for maintenance of HESD facilities, are eligible to be paid from RRM funds, and may be partially charged to the General Fund, Resource 8150 as appropriate.

1. Facilities Department management and technicians
2. Facilities Department office staff
3. Contracted maintenance workers
4. Office supplies necessary for maintenance functions
5. Maintenance supplies (nails, hammers, paint, brushes, wood, pipe)
6. Staff development to keep staff up to date on the latest technology
7. Equipment (vehicles, tools, machine rentals)

3. DEFERRED MAINTENANCE EXPENDITURES

Deferred Maintenance projects include but are not limited to major repair or replacement of building parts and components. Major maintenance for Deferred Maintenance purposes includes asbestos abatement, classroom lighting, electrical, floor covering, HVAC, painting, paving, plumbing, roofing, underground tanks, wall systems, and lead based paint abatement.

The Facilities Department will determine whether projects are more appropriately paid through the RRM or the DMP.

4. ANNUAL REVIEW AND UPDATING

The Comprehensive Facilities Maintenance Plan will be reviewed annually as part of the annual budget process and will be updated as needed. This plan, including any components or updates, will be available for public review during normal working hours.