

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, October 13, 2021

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

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

OPEN SESSION

- Take action on closed session items

5:30 P.M. PUBLIC HEARING: Hanford Elementary School District Elementary and Secondary School Emergency Relief (ESSER III) Expenditure Plan (Carlton)

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated September 17, 2021; September 24, 2021 and October 1, 2021.
- b) Approve minutes of Regular Board Meeting held on September 22, 2021.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$3,100 from Dutch Reform Church.

3. INFORMATION ITEMS

- a) Receive for information the Independent Citizen's Bond Oversight Committee Annual Report (Gabler)
- b) Receive for information the first quarterly report regarding Williams Uniform Complaints (Gabler)
- c) Receive for information the monthly financial reports for the period of 07/01/2021-09/30/2021 (Endo)
- d) Receive for information the American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Template/Document (Carlton)

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

- e) Receive for information the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 3230 – Federal Grant Funds
- f) Receive for information the following revised Board Policy and Administrative Regulation: (Carlton)
 - BP/AR 5131.2 - Bullying

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for approval the Consultant Contract with Dave Burgess Consulting, Inc. (Rubalcava)
- b) Consider for approval the Consultant Contract with Tulare County Office of Education (Rubalcava)
- c) Consider for approval the Consultant Contract with Merced County Office of Education North Valley Leadership (Baldwin)
- d) Consider for approval the revised Board Policy: (Martinez)
 - BP 4121.1 – Certificated Substitute and Temporary Teacher Pay Rates

5. PERSONNEL (Martinez)

a) Employment

Classified Temps/Subs

- Emily Bush, Substitute Clerk Typist I, effective 10/1/21
- Adriana Canchola, Substitute Yard Supervisor, effective 9/21/21
- Maria De Jesus Aguirre, Substitute Custodian I, effective 9/30/21
- Victoria Drone, Substitute Yard Supervisor, effective 9/28/21
- Guadalupe Gonzalez, Substitute Yard Supervisor, effective 9/15/21
- Anahi Linan, Substitute Yard Supervisor, effective 9/14/21
- Anahi Reynosa, Substitute Yard Supervisor, effective 9/20/21

Short Term Employees

- Madison Furtado, Short-Term READY Program Tutor – 4.5 hrs., effective 8/25/21-10/1/21
- Roxanna Gutierrez, Short-Term Bilingual Licensed Vocational Nurse – 8.0 hrs., effective 9/20/21-12/17/21

b) More Hours

- Anna Hernandez, Food Service Worker II, from 2.5 hrs., Kennedy to 3.0 hrs., Wilson, effective 8/9/21

c) Resignations

- Lauren Franco, Art Teacher, HESD/WW, effective 10/08/21
- Jenova Ortiz, Account Technician II – 8.0 hrs., Fiscal Services, effective 10/1/21

d) Job Description

- Educational Tutor – Revised Job Description

e) Revised Salary/Wage Schedules

- Revised Classified Salary Schedule
- Revised Classified, Substitute/Temporary Wage Schedule

6. FINANCIAL (Endo)

NONE

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Doug Carlton

DATE: 10/04/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/13/2021

ITEM:

PUBLIC HEARING - Hanford Elementary School District Elementary and Secondary School
 Emergency Relief (ESSER III) expenditure plan

PURPOSE:

Included for your review is a copy of the proposed Hanford Elementary School District ESSER
 III expenditure plan that will be reviewed during the public hearing.

The American Rescue Plan (ARP) Act requires that Local Educational Agencies (LEAs) receiving ESSER III funds develop an expenditure plan that describes how the funds will be used to implement the prevention and mitigation strategies consistent with the most recent Centers for Disease Control and Prevention (CDC) guidance, how the 20% set aside for learning loss mitigation will be spent, and how the remaining 80% will be spent consistent with the allowable uses. In developing the plan, LEAs must engage in meaningful consultation with interested parties and provide the public with the opportunity for input that will be taken into consideration in the development of the plan.

FISCAL IMPACT:

The fiscal impact is detailed in the ESSER III expenditure plan and will be discussed at the public hearing.

RECOMMENDATIONS:

This item is informational only.

PUBLIC NOTICE

Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan

A Public Hearing for the Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan will be held by the Trustees of the Hanford Elementary School District on October 13, 2021, at 5:30 p.m. in the District Office Board Room at 714 N. White Street, Hanford, CA 93230.

Any taxpayer directly affected by the Hanford Elementary School District's plan may appear before the Trustees of the Hanford Elementary School District and speak on the proposed plan or any item therein.

Posted 09/23/2021

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/04/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/13/2021

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/17/21, 09/24/21 and 10/01/21.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 09/17/2021

Warrant Number	Vendor Number	Vendor Name	Amount
12668909	6650	MONICA ALBERT – Reimburse-Other Services	\$14.95
12668910	6431	AMAZON.COM – Materials/Supplies, Books, Warehouse Inventory	\$15,006.09
12668911	59	ARAMARK UNIFORM & CAREER – Services	\$3,161.85
12668912	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$3,911.26
12668913	6469	JENNIFER BAKER – Reimburse-Materials/Supplies	\$121.17
12668914	4119	KRISTINA BALDWIN – Reimburse-Other Services	\$79.00
12668915	3258	BANK OF AMERICA – Materials/Supplies, Travel/Conference	\$1,549.78
12668916	4415	HEATHER BRASIL – Reimburse-Other Services	\$29.98
12668917	5806	JASON BRASIL – Reimburse-Materials/Supplies	\$65.69
12668918	236	STATE OF CALIFORNIA – Other Services	\$1,102.00
12668919	3644	TIFFANY D CARPENTIERI – Reimburse-Materials/Supplies	\$56.08
12668920	2986	JOSEFINA L. CAVANAUGH – Reimburse-Materials/Supplies	\$280.09
12668921	299	CENTRAL VALLEY COMP. CARE INC. – Other Services	\$80.00
12668922	1833	COALITION FOR ADEQUATE HOUSING – Membership Dues	\$932.00
12668923	5747	CRISIS PREVENTION INSTITUTE (CPI) – Travel/Conference	\$1,451.63
12668924	5463	SARA DECUIR – Reimburse-Mileage	\$28.73
12668925	7649	ANTHONY DIAZ – Reimburse-Mileage	\$68.10
12668926	7779	SHEILA DIZON – Reimburse-Mileage	\$14.00
12668927	6862	CRYSTAL FOSTER – Reimburse-Other Service	\$14.95
12668928	5916	MELANIE GALLAHER – Reimburse-Mileage	\$51.52
12668929	5314	THE GARLAND COMPANY INC – District Kitchen Roofing Project	\$12,484.10
12668930	7780	MARIA GRANADO – Reimburse-Mileage	\$229.82
12668931	7592	HANFORD SENTINEL – Other Services	\$300.00
12668932	4059	BRENT HANKE – Reimburse-Materials/Supplies	\$244.40
12668933	685	HI-LINE – Materials/Supplies	\$253.66
12668934	778	KEENAN & ASSOC. MED. EYE SERV. – Health/Welfare Benefits	\$10,729.10
12668935	801	KINGS COUNTY MOBILE LOCKSMITH – Materials/Supplies	\$427.93
12668936	796	KINGS COUNTY OFFICE OF ED – Other Services	\$60.00
12668937	808	KINGS WASTE & RECYCLING – Utilities	\$284.64
12668938	808	KINGS WASTE & RECYCLING – Utilities	\$1,138.40
12668939	876	SHARON LOPEZ – Reimburse-Other Services	\$23.32
12668940	6178	ANNISE MAGPAYO – Reimburse-Materials/Supplies	\$397.00
12668941	7781	LISA MARROQUIN – Reimburse-Materials/Supplies	\$279.20
12668942	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,391.71
12668943	5738	MIDNIGHT CRANE SERVICE INC – Services/Repair	\$225.00
12668944	994	MOBILE MODULAR MGMT. CORP. – Services/Repair	\$36,720.00
12668945	5510	NEWEGG.COM – Materials/Supplies	\$223.06
12668946	1058	OFFICE DEPOT – Materials/Supplies	\$8,043.75
12668947	7429	SAVINO PERICO – Reimburse-Other Services	\$30.00
12668948	3072	JENNIFER PITKIN – Reimburse-Materials/Supplies	\$33.00
12668949	1182	JULIE PULIS – Reimburse-Materials/Supplies	\$20.85
12668950	4465	CYNTHIA PURSELL – Reimburse-Materials/Supplies	\$266.50
12668951	1303	SAVE MART SUPERMARKETS – Materials/Supplies	\$166.73
12668952	7292	SCREENCAST-O-MATIC – Other Services	\$390.00
12668953	6122	SHI INTERNATIONAL CORP – Other Services	\$16,502.90
12668954	1367	SISC III – Health/Welfare Benefits	\$599,198.25
12668955	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$77,895.61
12668956	6785	SPY SCREEN & IMAGE PRINTING – Materials/Supplies	\$31,123.29

**Warrant Register For Warrants
Dated 09/17/2021**

Warrant Number	Vendor Number	Vendor Name	Amount
12668957	4381	STAPLES - BUSINESS ADVANTAGE – Materials/Supplies, Warehouse	\$1,943.78
12668958	1405	STAPLES CREDIT PLAN – Materials/Supplies	\$493.46
12668959	1503	TULARE-KINGS MUSIC ED. ASSOC. – Membership Dues	\$225.00
12668960	3749	ULINE INC – Materials/Supplies	\$166.47
12668961	3154	UPS – Other Services	\$19.01
12668962	7022	NORMA ZUNIGA – Reimburse-Mileage	\$16.02
Total Amount of All Warrants:			\$832,964.83

Credit Card Register For Payments
Dated 09/17/2021

Document Number	Vendor Number	Vendor Name	Amount
14031702	415	DELRAY TIRE & RETREADING INC. – Services/Repair	\$146.34
14031703	5184	DRISKELL'S APPLIANCE – Materials/Supplies	\$320.68
14031704	509	EWING IRRIGATION PRODUCTS – Materials/Supplies	\$2,275.37
14031705	599	GOPHER SPORT – Materials/Supplies	\$271.23
14031706	635	HANFORD CHAMBER OF COMMERCE – Membership Dues	\$300.00
14031707	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$145.48
14031708	1002	MORGAN & SLATES INC. – Materials/Supplies	\$151.83
14031709	2126	READ NATURALLY – Materials/Supplies	\$175.88
14031710	3722	SCHOOL MATE – Materials/Supplies	\$450.80
Total Amount of All Credit Card Payments:			\$4,237.61

Warrant Register For Warrants

Dated 09/24/2021

Warrant Number	Vendor Number	Vendor Name	Amount
12669335	6431	AMAZON.COM – Materials/Supplies, Books	\$4,579.38
12669336	2352	AMS.NET – Other Services	\$5,557.50
12669337	73	APPLE INC. – Materials/Supplies	\$28,543.91
12669338	59	ARAMARK UNIFORM & CAREER – Food Services-Services	\$535.42
12669339	5545	CASSANDRA ARCEO – Reimburse-Mileage	\$22.85
12669340	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$2,475.38
12669341	113	BARNES AND NOBLE-5886056 – Books	\$173.36
12669342	1690	BATTERY SYSTEMS – Materials/Supplies	\$1,229.37
12669343	7399	BIMBO BAKERIES USA – Food Services-Food	\$740.87
12669344	6331	PAUL BORGES – Reimburse-Other Service, Materials/Supplies	\$95.55
12669345	6080	NEYDA CASTRO – Reimburse-Materials/Supplies	\$400.00
12669346	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$1,815.53
12669347	6236	ALEXANDRIA CODAY – Reimburse-Materials/Supplies	\$70.05
12669348	3089	COMMITTEE FOR CHILDREN – Other Services	\$2,630.00
12669349	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$7,968.12
12669350	4512	DIV. OF STATE ARCHITECT – Roosevelt Shade Project	\$1,484.67
12669351	4512	DIV. OF STATE ARCHITECT – Simas Shade Project	\$1,596.30
12669352	4512	DIV. OF STATE ARCHITECT – Woodrow Shade Structure Project	\$1,488.50
12669353	4512	DIV. OF STATE ARCHITECT – Roosevelt Modernization Project	\$11,967.25
12669354	4512	DIV. OF STATE ARCHITECT – Richmond Modernization Project	\$5,634.00
12669355	4512	DIV. OF STATE ARCHITECT – Hamilton Shade Structure Project	\$1,705.85
12669356	4512	DIV. OF STATE ARCHITECT – Jefferson Shade Structure Project	\$1,526.75
12669357	4512	DIV. OF STATE ARCHITECT – King Shade Structure Project	\$1,335.50
12669358	4512	DIV. OF STATE ARCHITECT – Kennedy Shade Structure Project	\$1,335.50
12669359	4512	DIV. OF STATE ARCHITECT – Monroe Shade Structure Project	\$1,373.75
12669360	4512	DIV. OF STATE ARCHITECT – Richmond Shade Structure Project	\$1,373.75
12669361	6956	DT CUSTOMS – Services/Repair	\$540.54
12669362	4092	FITNESS FINDERS INC – Materials/Supplies	\$206.20
12669363	4957	GANDER PUBLISHING – Materials/Supplies	\$347.01
12669364	4910	ANDREA GARCIA – Reimburse-Materials/Supplies	\$400.00
12669365	1393	GAS COMPANY – Utilities	\$250.99
12669366	591	GOLD STAR FOODS – Food Services-Food	\$12,187.98
12669367	2544	EVA GONZALEZ – Reimburse-Materials/Supplies	\$20.05
12669368	7592	HANFORD SENTINEL – Other Services	\$1,410.00
12669369	2489	HEARTLAND SCHOOL SOLUTIONS – Food Services-Other Services	\$816.00
12669370	6397	KATIE HEUGLY – Reimburse-Materials/Supplies	\$361.47
12669371	2188	THE HOME DEPOT PRO – Materials/Supplies, Warehouse Inventory	\$499.14
12669372	4597	IVS COMPUTER TECHNOLOGY – Services/Repair	\$12,177.61
12669373	6573	IXL LEARNING – Other Services	\$8,445.00
12669374	7248	MEGAN LETSON – Reimburse-Materials/Supplies	\$400.00
12669375	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$1,812.12
12669376	7016	CAROLINA ORTEGA DE GARCIA – Reimburse-Materials/Supplies	\$32.75
12669377	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$3,141.43
12669378	7765	PANORAMA EDUCATION INC – Other Services	\$6,750.00
12669379	7445	PRO-PT – Other Services	\$550.00
12669380	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$15,684.93
12669381	7762	RAINBOW RESOURCE CENTER INC – Books	\$476.67
12669382	7346	RMA GEOSCIENCE INC. – Richmond Mod Project, Simas & King Solar	\$7,840.48

Warrant Register For Warrants

Dated 09/24/2021

Warrant Number	Vendor Number	Vendor Name	Amount
12669383	6028	MARIA ROSALES – Reimburse-Materials/Supplies	\$388.91
12669384	7751	JOSE ROSAS – Reimburse-Mileage	\$87.64
12669385	1327	SCHOOL SPECIALTY LLC – Warehouse Inventory, Materials/Supplies	\$1,615.10
12669386	7644	SIERRA SANITATION INC – Services/Repair	\$1,160.76
12669387	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$28,442.11
12669388	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$20,874.90
12669389	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$101,536.75
12669390	2513	TAYLOR PUBLISHING COMPANY – Materials/Supplies	\$11,080.15
12669391	5946	THE HARTFORD – Health/Welfare Benefits	\$1,429.68
12669392	1647	VERITIV OPERATING COMPANY – Materials/Supplies	\$4,173.94
12669393	7110	DAISY WALLACE – Reimburse-Mileage	\$30.80
12669394	1873	ZEE MEDICAL SERVICE CO. – Materials/Supplies	\$457.90
Total Amount of All Warrants:			\$333,288.12

Credit Card Register For Payments

Dated 09/24/2021

Document Number	Vendor Number	Vendor Name	Amount
14031750	2	A-Z BUS SALES INC – Materials/Supplies	\$2,077.03
14031751	5008	DECKER INC – Materials/Supplies	\$404.87
14031752	599	GOPHER SPORT – Materials/Supplies	\$2,472.08
14031753	3336	HOBART CORPORATION – Services/Repair	\$378.75
14031754	806	KINGS COUNTY TROPHY – Materials/Supplies	\$395.75
14031755	1002	MORGAN & SLATES INC. – Materials/Supplies	\$76.71
14031756	1184	PROGUARD SERVICE & SOLUTIONS – Materials/Supplies	\$399.43
14031757	1313	SCHOLASTIC TEACHERS STORE – Books	\$2,177.79
14031758	1466	TERMINIX INTERNATIONAL – Services	\$40.00
Total Amount of All Credit Card Payments:			\$8,422.41

Warrant Register For Warrants

Dated 10/01/2021

Warrant Number	Vendor Number	Vendor Name	Amount
12670045	4670	ALICIA ARTHUR – Reimburse-Materials/Supplies	\$243.10
12670046	6253	AT&T – Telephone Communications	\$2,704.18
12670047	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	\$8,297.66
12670048	7167	AVERIE GRACE DESIGNS – Materials/Supplies	\$241.31
12670049	150	BLINDS ETC. – Services/Repair	\$100.00
12670050	153	BOOKSOURCE – Books	\$4,279.58
12670051	5806	JASON BRASIL – Reimburse-Materials/Supplies	\$21.44
12670052	7783	ADRIANA CANCHOLA – Reimburse-Other Services	\$35.00
12670053	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$41,778.17
12670054	6625	COSCO FIRE PROTECTION – Services/Repair	\$630.00
12670055	373	CPM EDUCATIONAL PROGRAM – Books	\$728.53
12670056	416	DEMCO INC. – Materials/Supplies	\$3,110.72
12670057	4893	DISCOVERY EDUCATION – Other Services	\$35,000.00
12670058	6882	EDUCATIONAL DESIGN – Other Services	\$69.00
12670059	3643	FERGUSON ENTERPRISES LLC #686 – Materials/Supplies	\$482.63
12670060	4092	FITNESS FINDERS INC – Materials/Supplies	\$205.19
12670061	1393	GAS COMPANY – Utilities	\$627.60
12670062	2855	MARISSA HENDERSON – Reimburse-Materials/Supplies	\$322.02
12670063	2188	THE HOME DEPOT PRO – Materials/Supplies	\$24.77
12670064	711	THE HORN SHOP – Services/Repair	\$7,169.27
12670065	5264	HOUGHTON MIFFLIN HARCOURT – Textbooks, Books, Materials	\$13,831.40
12670066	2528	INDUSTRIAL PLUMBING SUPPLY – Materials/Supplies	\$638.20
12670067	6573	IXL LEARNING – Other Services	\$5,640.00
12670068	3962	KINGS COUNTY GLASS – Services/Repair	\$70.00
12670069	802	KINGS COUNTY PIPE & SUPPLY – Materials/Supplies	\$554.64
12670070	7096	MELISSA LINCICUM – Reimburse-Mileage	\$34.55
12670071	7521	LITERACY RESOURCES LLC – Textbooks, Books	\$1,038.27
12670072	1058	OFFICE DEPOT – Materials/Supplies, Warehouse Inventory	\$797.04
12670073	1074	OUTDOOR CREATIONS INC. – Materials/Supplies	\$7,287.64
12670074	4263	JEREMY PRINCETTA – Reimburse-Other Services	\$14.95
12670075	7091	ANASTASIA PRISAZNIK – Reimburse-Materials/Supplies	\$250.50
12670076	1188	QUILL LLC – Warehouse Inventory	\$2,640.22
12670077	6499	VERONICA REYNOSO – Reimburse-Materials/Supplies	\$400.00
12670078	7034	RUSH ADVERTISING SPECIALTIES – Materials/Supplies	\$1,419.25
12670079	5067	RUSSELL SIGLER INC – Equipment Replacement	\$4,402.13
12670080	1278	S & S WORLDWIDE INC. – Materials/Supplies	\$6.15
12670081	1285	SAFETY-KLEEN SYSTEMS INC. – Other Services	\$156.44
12670082	7042	SEON SYSTEMS SALES INC – Materials/Supplies	\$337.84
12670083	6826	SITELOGIQ – Solar Projects King, Monroe, Simas	\$494,630.20
12670084	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$22,499.42
12670085	773	SPORTS OFFICIATING SERVICE – Other Services	\$1,584.00
12670086	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$16,162.42
12670087	1558	VERIZON WIRELESS – Telephone Communications	\$706.94
12670088	1575	WALMART COMMUNITY RFCSLLC – Materials/Supplies	\$1,469.46
12670089	6943	WEST VALLEY SUPPLY – Materials/Supplies	\$522.04
12670090	2817	JESSIE WILLIAMS – Reimburse-Payroll Withholding	\$247.80

Total Amount of All Warrants:

\$683,411.67

Credit Card Register For Payments
Dated 10/01/2021

Document Number	Vendor Number	Vendor Name	Amount
14031800	5843	AMPLIFY EDUCATION INC. – Other Services, Materials/Supplies	\$2,499.81
14031801	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$78.38
Total Amount of All Credit Card Payments:			\$2,578.19

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 22, 2021

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 22, 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 Garner, Hernandez, Revious and Strickland 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

Closed Session Trustees adjourned to closed session at 5:30 for the purpose of:

- Public Employee Performance Evaluation (GC 54957) – Superintendent

Open Session Trustees returned to open session at 6:01 p.m.

Personnel No action was taken by the Board.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments None

Board and Staff Comments President Garcia congratulated Trustee Garner on the award KCAO received.

Requests to Address the Board None

Dates to Remember President Garcia reviewed dates to remember: Football & Softball Game – September 23rd; Football & Softball Game – October 1st; Football & Softball Game – October 7th; Regular Board Meeting – October 13th.

CONSENT ITEMS

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

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

Strickland – Yes

Trustee Revious then made a motion to approve consent items “a” through “d”.
Trustee Hernandez seconded; motion carried 5-0:

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

The items approved are as follows:

- a) Warrant listings dated September 1, 2021; September 3, 2021 and September 10, 2021.
- b) Minutes of the Regular Board Meeting held on September 8, 2021.
- c) Interdistrict transfers as recommended.
- d) Donation of \$61.94 from Hamilton Parent Teacher Club to replenish student store at Hamilton School.

INFORMATION ITEMS

**Monthly
Financial Report
7/7/21-
8/30/21**

- a) David Endo, Chief Business Official, presented for information the monthly financial report for the periods of 07/01/21 – 08/30/21 and stated everything is going according to plan.

**Notice of
Completion -
WW**

- b) William Potter, Director of Facilities & Operations, presented for information the Notice of Completion for the Woodrow Wilson Junior High reroof project filed with the County.

BOARD POLICIES AND ADMINISTRATION

**Resolution #8-
22**

- a) Trustee Revious made a motion to adopt Resolution #8-22: Regarding Absent Board Member Compensation. Trustee Garner seconded; motion carried 5-0:
Garcia – Abstain
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Parent
Volunteer,
HESD’s
Representative**

- b) Trustee Strickland made a motion to approve a parent volunteer, Melissa Lincicum, as the Hanford Elementary School District’s representative to the SELPA Community Advisory Committee. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Mangini
Associates, Inc.
Agreement**

- c) Trustee Garner made a motion to approve the Architectural Services Agreement with Mangini Associates, Inc. for the HVAC upgrade for the Kennedy Junior High School locker rooms. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Change Order 3
- Richmond**

- d) Trustee Strickland made a motion to approve the Change Order 3 for Richmond Modernization Project. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

HJUHSD MOU

- e) Trustee Hernandez made a motion to approve the Memorandum of Understanding between HESD and Hanford Joint Union High School District to share transportation services as needed. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

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

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

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

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

**Item "a" –
Employment**

The following items were approved:
Classified

- Allen Christian Altamirano, Special Circumstance Aide – 5.75 hrs., Richmond, effective 8/30/21
- Jennifer Calderon Diaz, Special Circumstance Aide – 5.75 hrs., King, effective 9/8/21
- Braden Howell, Educational Tutor – 4.5 hrs., Richmond, effective 9/1/21
- Miranda Lopez, Licensed Vocational Nurse – 8.0 hrs., Richmond, effective 9/1/21
- Diana Romero, Special Circumstance Aide – 5.75 hrs., Simas, effective 9/10/21
- Sherrie Thompson-Pedro, Educational Tutor – 4.5 hrs., Roosevelt, effective 9/2/21

Classified Temps/Subs

- Ashley Borges-Brieno, Substitute READY Program Tutor, effective 9/1/21
- Carmela Bursiaga, Substitute Yard Supervisor, effective 8/31/21
- Jamil Coronel, Substitute Yard Supervisor, effective effective 8/31/21
- Julie Gonzales, Substitute READY Program Tutor, effective 8/31/21
- Daisy Vargas, Substitute Yard Supervisor, effective 9/2/21

Short Term Employees

- Yusra Almarush, Short-Term Yard Supervisor – 3.5 hrs., Simas, effective 9/6/21-12/17/21
- Vanessa Chavez, Short-Term Yard Supervisor – 3.25 hrs., Lincoln, effective 8/30/21-10/1/21
- Silvia Foreman, Short-Term Special Circumstance Aide – 5.75 hrs., Simas, effective 8/30/21-9/10/21
- Joseph Hernandez, Jr. High Drum Coach, Kennedy and Wilson, effective 8/23/21-6/3/22
- Emily Lerma, Short-Term Yard Supervisor – 2.5 hrs., Hamilton, effective 8/30/21-12/17/21
- Ayeisha Medina, Short-Term Yard Supervisor – 2.25 hrs., Richmond, effective 8/30/21-12/17/21
- Melanie Pimentel, Short-Term Yard Supervisor – 3.25 hrs., Simas, effective 8/30/21-12/17/21
- Jenny Rodriguez Cruz, Short-Term Yard Supervisor – 3.5 hrs., Simas, effective 9/6/21-12/17/21
- Leslie Santamaria, Short-Term Yard Supervisor – 2.5 hrs., Monroe, effective 8/30/21-12/17/21
- Yasmin Torres, Short-Term Yard Supervisor – 1.5 hrs., King, effective 8/30/21-10/1/21
- Sandra Virden, Short-Term Yard Supervisor – 3.5 hrs., Simas, effective 9/6/21-12/17/21

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

- Cristian Moreno, Boys 4-6th Flag Football, Monroe, effective 8/30/21-10/23/21
- Savino Perico, Boys 4-6th Flag Football, King, effective 8/30/21-10/23/21
- Michael Quinones, 4-6th Flag Football, Washington, effective 8/30/21-10/23/21

- Sherrie Thompson-Pedro, Girls 4-6th Softball, Hamilton, effective 8/30/21-10/23/21

Certificated

- Carmen Alvarez-Vargas, Social Worker – 8.0 hrs., JFK, effective 9/1/21
- Esther Igboerika, School Nurse, Special Services, effective 9/21/21

Item "b" – Resignations

- Roxana Gutierrez, Bilingual LVN – 8.0 hrs., Richmond, effective 9/9/21
- Takeya Washington, Teacher, MLK, effective 12/3/21

Item "c" – Variable Term Waiver Request

Approve Variable Term Waiver Request, EC 44253.3

- BCLAD Waiver for Esmerelda Jimenez Morales, 3rd Grade Dual Immersion Teacher, Jefferson Academy for 2021-22 School Year
- BCLAD Waiver for Miguel Acosta, 5th/6th Grade Dual Immersion Teacher, Jefferson Academy for 2021-22 School Year

FINANCIAL

Citizen's Oversight Committee

- a) Trustee Hernandez made a motion to approve the ratification of the Citizen's Oversight Committee Membership. Trustee Revious seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

Adjournment

There being no further business, President Garcia adjourned the meeting at 9:10 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
I-201	A	Jefferson	Pioneer
I-202	A	Monroe	Pioneer
I-203	A	Monroe	Pioneer
I-204	A	Monroe	Selma
I-205	A	Wilson	Armona
I-206	A	Roosevelt	Armona
I-207	A	Wilson	Pioneer
I-208	A	Simas	Pioneer
I-209	A	Washington	KRH
I-210	A	Washington	Armona
I-211	A	Washington	Armona
I-212	A	Washington	Armona
I-213	A	Washington	Armona

No	A/D	Sch Req'd	Home Sch
O-146	A	Kit Carson	Lincoln
O-147	A	Kit Carson	Lincoln
O-148	A	Lemoore	Hamilton

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Julie Pulis

DATE: October 4, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Donation of \$3,100 from Dutch Reform Church.

PURPOSE: Accept donation of \$3,100 from the Dutch Reform Church for Monroe teachers to purchase supplies for their classrooms.

FISCAL IMPACT (if any): \$3,100.00

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Brandon Schmitt, Bond Oversight Committee Chairperson

DATE: 10/04/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/13/2021

ITEM:

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

PURPOSE:

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

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

This item is for information.



Hanford Elementary School District

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

Annual Report

09/16/2021

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

- Role and bylaws of the Independent Citizens' Oversight Committee
- District's bond rating and final sale of Measure U bonds
- Reviewed bond projects and expenditures
 - Lincoln Elementary School Kindergarten classroom wing
 - Richmond Elementary School, Roosevelt Elementary School, Washington Elementary School and Lincoln Elementary School Modernization projects

The Independent Citizens' Oversight Committee inspected the Lincoln Kindergarten classroom wing and Lincoln Modernization.

The Independent Citizens' Oversight Committee approved the following items:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: October 1, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Quarterly report (07/01/21 - 09/30/21) 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 first quarter of 2021-2022 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 (7/1-9/30)
☐ January 2nd Quarter (10/1-12/31)
☐ April 3rd Quarter (1/1-3/31)
☐ July 4th Quarter (4/1-6/30)

Quarterly Report Submission Year: 2021-2022

Date for information to be reported publicly at governing board meeting: 10/13/2021

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

Signature of District Superintendent

Date

Please submit to: Genevieve Almanzar, Coordinator
 Kings County Office of Education
 Williams Compliance
 (559) 589-7035
info.foundationalservices@kingscoe.org

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/04/2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/13/2021

ITEM:

Receive for information monthly financial reports for the period of 07/01/2021-09/30/2021.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2021-09/30/2021.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

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Fund: 0100 General Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$21,183,330.32	\$23,505,279.62		
REVENUES						
1) LCFF Sources	8010-8099	\$7,995,212.00	\$13,304,730.02	\$66,270,770.00	20.08	79.92
2) Federal Revenues	8100-8299	\$802,527.32	\$1,431,710.74	\$8,234,232.30	17.39	82.61
3) Other State Revenues	8300-8599	\$200,003.00	\$1,148,228.47	\$8,524,360.47	13.47	86.53
4) Other Local Revenues	8600-8799	\$256,526.55	\$497,949.32	\$2,823,676.00	17.63	82.37
5) Total, Revenues		\$9,254,268.87	\$16,382,618.55	\$85,853,038.77	19.08	80.92
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$4,094,904.52	\$7,635,174.27	\$36,768,417.00	20.77	79.23
2) Classified Salaries	2000-2999	\$1,712,788.63	\$3,637,744.94	\$14,601,218.00	24.91	75.09
3) Employee Benefits	3000-3999	\$1,800,519.23	\$3,381,300.42	\$23,290,587.00	14.52	85.48
4) Books and Supplies	4000-4999	\$336,410.91	\$738,347.29	\$4,969,842.50	14.86	85.14
5) Services, Oth Oper Exp	5000-5999	\$332,513.17	\$1,873,839.79	\$5,951,845.00	31.48	68.52
6) Capital Outlay	6000-6999	\$146,497.86	\$777,309.27	\$4,237,945.57	18.34	81.66
7) Other Outgo(excl. 7300`s)	7100-7499	\$76,079.00	\$446,473.33	\$1,660,258.00	26.89	73.11
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$65,000.00)	0.00	100.00
9) Total Expenditures		\$8,499,713.32	\$18,490,189.31	\$91,415,113.07	20.23	79.77
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$100,000.00	\$285,000.00	35.09	64.91
2) Other Sources/Uses						
A) Sources	8930-8979	\$370,972.65	\$0.00	\$1,238,824.50	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$370,972.65	(\$100,000.00)	\$953,824.50	6.56	93.44
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$754,555.55	(\$2,207,570.76)	(\$4,608,249.80)		
ENDING FUND BALANCE						
			\$18,975,759.56	\$18,897,029.82		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

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Fund: 0800 Student Activity Special Revenue Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$29,382.29	\$0.00		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$0.00	0.00	100.00
EXPENDITURES						
4) Books and Supplies	4000-4999	\$0.00	\$0.00	\$0.00	0.00	100.00
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$0.00		
ENDING FUND BALANCE			\$29,382.29	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

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Fund: 0900 Charter Schools Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1.73	\$0.00		
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE						
			<u>\$1.73</u>	<u>\$0.00</u>		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

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Fund: 1300 Cafeteria Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,604,481.74	\$1,480,846.60		
REVENUES						
2) Federal Revenues	8100-8299	\$44,328.27	\$44,328.27	\$3,482,469.00	1.27	98.73
3) Other State Revenues	8300-8599	\$3,294.02	\$3,294.02	\$241,706.00	1.36	98.64
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$112,176.00	0.00	100.00
5) Total, Revenues		\$47,622.29	\$47,622.29	\$3,836,351.00	1.24	98.76
EXPENDITURES						
2) Classified Salaries	2000-2999	\$104,484.15	\$246,352.94	\$1,238,268.00	19.89	80.11
3) Employee Benefits	3000-3999	\$41,775.64	\$82,155.11	\$521,008.00	15.77	84.23
4) Books and Supplies	4000-4999	\$168,675.64	\$267,362.18	\$1,918,591.00	13.94	86.06
5) Services, Oth Oper Exp	5000-5999	\$2,137.88	\$5,216.19	(\$18,987.00)	(27.47)	127.47
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$65,000.00	0.00	100.00
9) Total Expenditures		\$317,073.31	\$601,086.42	\$3,723,880.00	16.14	83.86
NET INCREASE (DECREASE) IN FUND BALANCE		(\$269,451.02)	(\$553,464.13)	\$112,471.00		
ENDING FUND BALANCE			\$1,051,017.61	\$1,593,317.60		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

Page 5 of 12

10/1/2021 10:29:17AM

Fund: 1400 Deferred Maintenance Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$101,995.22	\$102,091.43		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$3,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$300,000.00	\$303,000.00	99.01	0.99
EXPENDITURES						
6) Capital Outlay	6000-6999	\$51.25	\$106.25	\$303,000.00	0.04	99.96
9) Total Expenditures		\$51.25	\$106.25	\$303,000.00	0.04	99.96
NET INCREASE (DECREASE) IN FUND BALANCE		(\$51.25)	\$299,893.75	\$0.00		
ENDING FUND BALANCE			\$401,888.97	\$102,091.43		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 1500 Pupil Transportation Equip

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$193,177.05	\$193,479.16		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$2,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$2,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$100,000.00	\$102,000.00		
ENDING FUND BALANCE			\$293,177.05	\$295,479.16		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$7,541,190.61	\$7,539,260.75		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$110,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$110,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$185,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$185,000.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$295,000.00		
ENDING FUND BALANCE			\$7,541,190.61	\$7,834,260.75		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 2120 Building Funds - Local 2

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$6,522,506.38	\$6,535,184.71		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$40,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$40,000.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$1,500,000.00	\$4,270,000.00	35.13	64.87
4) Total, Other Financing Sources/Uses		\$0.00	(\$1,500,000.00)	(\$4,270,000.00)	35.13	64.87
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$1,500,000.00)	(\$4,230,000.00)		
ENDING FUND BALANCE			\$5,022,506.38	\$2,305,184.71		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 2500 CapitalFacilities Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$489,322.39	\$475,776.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$17,747.07	\$17,747.07	\$169,000.00	10.50	89.50
5) Total, Revenues		\$17,747.07	\$17,747.07	\$169,000.00	10.50	89.50
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$117,504.00	\$117,504.00	\$165,000.00	71.21	28.79
9) Total Expenditures		\$117,504.00	\$117,504.00	\$165,000.00	71.21	28.79
NET INCREASE (DECREASE) IN FUND BALANCE		(\$99,756.93)	(\$99,756.93)	\$4,000.00		
ENDING FUND BALANCE			\$389,565.46	\$479,776.44		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$227,412.88	\$0.00		
EXPENDITURES						
6) Capital Outlay	6000-6999	\$622,946.03	\$1,467,066.22	\$4,270,000.00	34.36	65.64
9) Total Expenditures		\$622,946.03	\$1,467,066.22	\$4,270,000.00	34.36	65.64
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$1,500,000.00	\$4,270,000.00	35.13	64.87
4) Total, Other Financing Sources/Uses		\$0.00	\$1,500,000.00	\$4,270,000.00	35.13	64.87
NET INCREASE (DECREASE) IN FUND BALANCE		(\$622,946.03)	\$32,933.78	\$0.00		
ENDING FUND BALANCE			\$260,346.66	\$0.00		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 4000 Special Reserve - Capital Outlay

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$2,142,270.95	\$2,141,644.91		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$21,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$21,000.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE						
		\$0.00	\$0.00	\$21,000.00		
ENDING FUND BALANCE						
			\$2,142,270.95	\$2,162,644.91		

13 Hanford Elementary School District
 Fiscal Year: 2022
 Requested by dendo

Fiscal Position Report

September 2021

10/1/2021 10:29:17AM

Fund: 6720 Self-Insurance/Other

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$603,651.46	\$594,555.53		
REVENUES						
4) Other Local Revenues	8600-8799	\$9,166.90	\$40,408.77	\$753,000.00	5.37	94.63
5) Total, Revenues		\$9,166.90	\$40,408.77	\$753,000.00	5.37	94.63
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$46,597.98	\$161,037.49	\$749,000.00	21.50	78.50
9) Total Expenditures		\$46,597.98	\$161,037.49	\$749,000.00	21.50	78.50
NET INCREASE (DECREASE) IN FUND BALANCE		(\$37,431.08)	(\$120,628.72)	\$4,000.00		
ENDING FUND BALANCE			\$483,022.74	\$598,555.53		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: October 1, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Receive for Information the American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Template/Document

PURPOSE: The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services.

FISCAL IMPACT: This document is a requirement of receiving ESSER III funds, which are approximately \$16 million.

RECOMMENDATION: Receive for Information the American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Template/Document

American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Template

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeuseseeinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances.

If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name:

Hanford Elementary School District

Option for ensuring safe in-person instruction and continuity of services:
has developed a plan

1. Please choose one:

- ☒ The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

- ☐ The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

The district has a compliant plan:

<https://resources.finalsite.net/images/v1628285591/hesdk12caus/x5lkt1vwlmwa46pprj1/COVID-19PreventionPlanREVISED21-22.pdf>

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

In addition, the LEA provides the following assurances:

- ☒ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
 - o Please insert link to the plan:
<https://resources.finalsite.net/images/v1628285591/hesdk12caus/x5lkt1vwlmwa46pprj1/COVID-19PreventionPlanREVISED21-22.pdf>
[c8qdjux2irgihnv/HESDReopeningPlan.pdf](https://resources.finalsite.net/images/v1628285591/hesdk12caus/x5lkt1vwlmwa46pprj1/COVID-19PreventionPlanREVISED21-22.pdf)
- ☒ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- ☒ The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- ☒ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- ☒ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- ☒ The LEA has created its plan in an understandable and uniform format.
- ☒ The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- ☒ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Joy Gabler, Superintendent: 714 N. White St. Hanford CA 93230

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: October 1, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Receive for Information BP/AR 3230

PURPOSE:

Board Policy 3230 - Federal Grant Funds Policy updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506), effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"). Policy reflects an amendment to the Uniform Guidance which extends the timeframe for submitting the final performance report from 90 to 120 calendar days after the ending date of the grant.

Administrative Regulation 3230 - Federal Grant Funds Regulation updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506), effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Uniform Guidance. Regulation reflects amendments to the Uniform Guidance which (1) extend the timeframe for paying all obligations of federal funds from 90 to 120 calendar days after the end of the funding period; (2) require districts to give a preference to the purchase, acquisition, or use of goods, products, or materials from the United States as practicable; and (3) increase the threshold for "micropurchases" and "small purchases" that qualify for simplified procurement procedures. Regulation also adds the requirement to provide for disciplinary actions to be applied when officers, employees, or representatives of the district violate conflict of interest standards. Section on "Personnel" revised to (1) add the district's responsibility to check employee records and ensure that the charges are accurate, allowable, and properly allocated and (2) clarify the documentation requirements for employees whose salary is paid with state or local funds but is used to meet a cost-sharing or matching requirement of the federal grant.

FISCAL IMPACT: The district receives a series of federal grants which are impacted by this policy.

RECOMMENDATION: Receive for Information BP/AR 3230

Board Policy Manual
Hanford Elementary School District

Policy 3230: Federal Grant Funds	Status: ADOPTED DRAFT
Original Adopted Date: 10/26/2016 Last Revised Date: Pending Last Reviewed Date: 10/27/2021	

The Governing ~~Board of Trustees~~ recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in ~~2~~ CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: 2 CFR 200.302)

- ~~1.~~ 1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

~~(cf. 3100—Budget)~~

- ~~2.~~ 2. Accurate, current, and complete disclosure of the financial ~~and performance~~ results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.~~327~~328 and 200.~~328~~329

~~(cf. 3460—Financial Reports and Accountability)~~

- ~~3.~~ 3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest

~~(cf. 1340—Access to District Records)(cf. 3580—District Records)~~

- ~~4.~~ 4. Effective ~~controls~~control over and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes

- ~~5.~~ 5. Comparison of actual expenditures with budgeted amounts for each federal award

- ~~6.~~ 6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305

- ~~7.~~ 7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

~~(cf. 3400—Management of District Assets/Accounts)~~

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)



Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

~~(cf. 3270—Sale and Disposal of Books, Equipment and Supplies)(cf. 3440—Inventories)~~

~~(cf. 3512—Equipment)~~

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

~~(cf. 4131—Staff Development)(cf. 4231—Staff Development)(cf. 4331—Staff Development)~~

The district shall submit financial and performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost-effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 no later than 120 calendar days after the ending date of the grant. (2 CFR 200.301, 200.328), 200.329)

-

~~(cf. 0500—Accountability)~~

~~(cf. 6190—Evaluation of the Instructional Program)~~

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	Description
Ed. Code 42122-42129	Budget requirements
Ed. Code 64001	School plan for student achievement, consolidated application programs
Federal	Description
2 CFR 180.220	Amount of contract subject to suspension and debarment rules


2 CFR 200.0-200.521	Federal uniform grant guidance
2 CFR 200.1-200.99	Definitions
2 CFR 200.100-200.113	General provisions
2 CFR 200.317-200.326	Procurement standards
2 CFR 200.327-200.329	Monitoring and reporting
2 CFR 200.333-200.337	Record retention
2 CFR 200.400-200.475	Cost principles
2 CFR 200.500-200.521	Audit requirements
34 CFR 76.730-76.731	Records related to federal grant programs
48 CFR 2.101	Federal acquisition regulation; definitions
Management Resources	Description
California Department of Education Publication	California Department of Education Audit Guide
California Department of Education Publication	California School Accounting Manual
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
U.S. Department of Education Publication	Questions and Answers Regarding 2 CFR Part 200, March 17, 2016
Website	U.S. Government Accountability Office
Website	Office of Management and Budget, Uniform Guidance
Website	State Controller's Office
Website	System for Award Management (SAM)
Website	Education Audit Appeals Panel
Website	U.S. Department of Education
Website	California Department of Education

Cross References

Code	Description
0500	Accountability
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3300	Expenditures And Purchases
3311	Bids

3311	Bids
3311.4	Procurement Of Technological Equipment
3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3350	Travel Expenses
3350	Travel Expenses
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3440	Inventories
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3512	Equipment
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3580	District Records
3580	District Records
4131	Staff Development
4231	Staff Development
4331	Staff Development
6190	Evaluation Of The Instructional Program
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

Board Policy Manual
Hanford Elementary School District

 Regulation 3230: Federal Grant Funds	Status: ADOPTED DRAFT
Original Adopted Date: 10/26/2016 Last Revised Date: 04/11/2019 Pending	

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. ~~He/she~~ The Superintendent or designee shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

~~(cf. 3350 – Travel Expenses)~~

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

~~(cf. 3300 – Expenditures and Purchases)~~

~~(cf. 3314 – Payment for Goods and Services)~~

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than ~~90~~120 ~~calendar~~ days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. ~~(2 CFR 200.77, 200.308, 200.309, 200.343)~~

~~344)~~

Procurement

When procuring goods and services with a federal grant, the Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.326~~327~~ and Appendix II of Part 200, ~~and~~ with any applicable state bidding or procurement law or district policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

- ~~1.~~ 4. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold ~~specified~~established by the district in accordance with 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
- ~~2.~~ 2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
- ~~3.~~ 3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

~~(cf. 3311 - Bids)~~

- ~~4.~~ 4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

~~(cf. 3312 - Contracts)~~

- ~~5.~~ 5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
- ~~6.~~ 6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the cost is the sum of the

actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. ~~[(2 CFR 200.328-318)]~~

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. ~~[(2 CFR 180.220, 200.213)]~~

~~214)~~

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. ~~[(2 CFR 200.319)]~~

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. ~~[(2 CFR 200.318)]~~

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. ~~[(2 CFR 200.326)]~~

~~327)~~

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. ~~[(2 CFR 200.42, 200.13, 200.20, 200.32, 200.48, 200.58, 200.89, 200.313, 200.439)]~~

Conflict of Interest

~~No~~

Governing Board of Trustees-membermembers, district ~~employee, oremployees, and other~~ district

~~representative~~representatives shall not participate in the selection, award, or administration of a contract supported by federal funds if ~~he/she has~~they have a real or apparent conflict of interest, such as when ~~he/she~~they or a member of ~~his/her~~their immediate family, ~~his/her~~their partner, or an organization which employs or is about to employ any of them has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

~~(cf. 9270—Conflict of Interest)~~

~~Cash Management~~

Persons involved in the selection, award, or administration of a contract supported by federal funds shall be subject to discipline for any violation of conflict of interest standards. (2 CFR 200.318)

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project.

Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All district employees who are paid in full or in part with federal funds, ~~including shall document the amount of time they spend on grant activities. Such records shall be incorporated into the official records of the district and shall be subject to a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated in accordance with 2 CFR 200.430. (2 CFR 200.430)~~

Salaries and wages of employees whose salary is paid with state or local funds but ~~is~~are used to meet a ~~required match cost-sharing or in-kind contribution to a matching requirement of the federal program grant~~ shall ~~document~~be documented in the amount of time they spend on grant activities, ~~same manner as salaries and wages claimed for reimbursement under a federal grant. (2 CFR 200.430)~~

Records

Except as otherwise provided in 2 CFR 200.~~333~~334, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.~~333~~)

~~(cf. 1340—Access to District Records)~~

~~(cf. 3580—District Records)~~

~~334)~~

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

~~In the event that~~ the audit identifies any deficiency, the Superintendent or designee shall promptly act to

either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

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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	Description
Ed. Code 42122-42129	Budget requirements
Ed. Code 64001	School plan for student achievement, consolidated application programs
Federal	Description
2 CFR 180.220	Amount of contract subject to suspension and debarment rules
2 CFR 200.0-200.521	Federal uniform grant guidance
2 CFR 200.1-200.99	Definitions
2 CFR 200.100-200.113	General provisions
2 CFR 200.317-200.326	Procurement standards
2 CFR 200.327-200.329	Monitoring and reporting
2 CFR 200.333-200.337	Record retention
2 CFR 200.400-200.475	Cost principles
2 CFR 200.500-200.521	Audit requirements
34 CFR 76.730-76.731	Records related to federal grant programs
48 CFR 2.101	Federal acquisition regulation; definitions
Management Resources	Description
California Department of Education Publication	California Department of Education Audit Guide
California Department of Education Publication	California School Accounting Manual
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
U.S. Department of Education Publication	Questions and Answers Regarding 2 CFR Part 200, March 17, 2016
Website	U.S. Government Accountability Office
Website	Office of Management and Budget, Uniform Guidance
Website	State Controller's Office
Website	System for Award Management (SAM) System for Award Management (SAM)
Website	Education Audit Appeals Panel
Website	U.S. Department of Education
Website	California Department of Education

Cross References

Code	Description
0500	Accountability
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3300	Expenditures And Purchases
3311	Bids
3311	Bids
3311.4	Procurement Of Technological Equipment
3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3350	Travel Expenses
3350	Travel Expenses
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3440	Inventories
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3512	Equipment
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3580	District Records
3580	District Records
4131	Staff Development
4231	Staff Development
4331	Staff Development
6190	Evaluation Of The Instructional Program
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Doug Carlton

DATE: October 1, 2021

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Receive for Information BP/AR 5131.2

PURPOSE:

Board Policy 5131.2 - Bullying Policy updated to reflect NEW LAW (AB 1127) which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district.

Administrative Regulation 5131.2 - Bullying Regulation updated to reflect NEW LAW (AB 34) which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year.

FISCAL IMPACT: None

RECOMMENDATION: Receive for Information BP/AR 5131.2

CSBA Sample

Board Policy

Students

BP 5131.2(a)

BULLYING

Note: Education Code 234.4, as added by AB 2291 (Ch. 491, Statutes of 2018), **mandates** districts to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. The following policy and accompanying administrative regulation contain sample procedures that fulfill this mandate and may be revised to reflect district practice.

In addition, Education Code 234.1 and federal law **mandate** that the Governing Board adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and ensuring the protection of complainants from retaliation. Also see BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate.

In its October 2010 Dear Colleague Letter: Harassment and Bullying, the U.S. Department of Education Office for Civil Rights (OCR) clarified that misconduct that falls under a district's general anti-bullying policy may also trigger responsibilities under one or more federal or state antidiscrimination laws if the bullying is on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. Federal law requires the district to take immediate and appropriate action to investigate or otherwise determine what occurred and, if it finds that unlawful discrimination did occur, take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring.

OCR's October 2014 Dear Colleague Letter: Responding to Bullying of Students with Disabilities points out that any bullying of a student with a disability that results in the student not receiving meaningful educational benefit constitutes a denial of a free appropriate public education and must be remedied under the federal Individuals with Disabilities Education Act. As necessary, the school may need to convene the student's individualized education program (IEP) team to determine whether the student's needs have changed as a result of the bullying and, if so, revise the IEP to ensure that the student continues to receive appropriate special education and related services.

Thus, while this policy is intended to prevent and address all types of bullying incidents among students, when "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim or to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the alleged victim must be afforded the protections specified under relevant state and/or federal law.

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

BP 5131.2(b)

BULLYING (continued)

Note: Because bullying and its effects extend beyond the school environment, collaboration among a variety of community agencies and organizations that serve youth may be helpful in preventing and responding to bullying. For further information about building a collaborative, see CSBA's publications Safe Schools: Strategies for Governing Boards to Ensure Student Success and Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Note: Education Code 32282 encourages districts to include bullying prevention policies and procedures in their comprehensive safety plan; see BP 0450 - Comprehensive Safety Plan. In addition, Education Code 52060-52077 require the Board to adopt and annually update a local control and accountability plan which includes, among other specified state priorities, goals for addressing school climate; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, school climate should be measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

Note: Pursuant to Education Code 234.1, districts are required to adopt a process for receiving and investigating complaints involving unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) based on specified characteristics. Pursuant to 5 CCR 4600-4633, the uniform complaint procedures (UCP) must be used for this purpose. In addition, federal regulations require districts to adopt procedures providing for prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25).

Although some bullying incidents may not fall within the provisions of Education Code 234.1 or federal civil rights regulations, CSBA strongly recommends that districts use the UCP to investigate all bullying incidents (whether discriminatory or nondiscriminatory) to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of an actual or perceived membership in a legally protected class. Those bullying incidents found to involve discrimination based on the results of the investigation would then be resolved using the

BULLYING (continued)

UCP. When a bullying incident is determined to be nondiscriminatory, it should be resolved through the appropriate disciplinary process. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with AR 1312.3 - Uniform Complaint Procedures.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Education Code 46600, as amended by AB 1127 (Ch. 781, Statutes of 2019), requires a district to approve an intradistrict transfer request for a victim of bullying. If there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer. See BP/AR 5116.1 - Intradistrict Open Enrollment and AR 5117 - Interdistrict Attendance.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

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

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

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

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

Legal Reference: (see next page)

BULLYING (continued)*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination**32282 Comprehensive safety plan**32283.5 Bullying; online training**35181 Governing board policy on responsibilities of students**35291-35291.5 Rules***46600 Student transfers***48900-48925 Suspension or expulsion**48985 Translation of notices**52060-52077 Local control and accountability plan*PENAL CODE*422.55 Definition of hate crime**647 Use of camera or other instrument to invade person's privacy; misdemeanor**647.7 Use of camera or other instrument to invade person's privacy; punishment**653.2 Electronic communication devices, threats to safety*CODE OF REGULATIONS, TITLE 5*4600-4670 Uniform complaint procedures*UNITED STATES CODE, TITLE 47*254 Universal service discounts (e-rate)*CODE OF FEDERAL REGULATIONS, TITLE 28*35.107 Nondiscrimination on basis of disability; complaints*CODE OF FEDERAL REGULATIONS, TITLE 34*104.7 Designation of responsible employee for Section 504**106.8 Designation of responsible employee for Title IX**110.25 Notification of nondiscrimination on the basis of age*COURT DECISIONS*Wynar v. Douglas County School District, (2013) 728 F.3d 1062**J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094**Lavine v. Blaine School District, (2002) 279 F.3d 719**Management Resources:*CSBA PUBLICATIONS*Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014**Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014**Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010**Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSBullying Module*California's Social and Emotional Learning: Guiding Principles, 2018**Social and Emotional Learning in California: A Guide to Resources, 2018**Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008**Bullying at School, 2003**Management Resources continued: (see next page)*

BP 5131.2(e)

BULLYING (continued)*Management Resources: (continued)***CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS***Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018***U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS***Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014**Guidance to America's Schools: Bullying of Students with Disabilities, October 2014**Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010**Dear Colleague Letter: Harassment and Bullying, October 2010***WEB SITES**CSBA: <http://www.csba.org>California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>California Office of the Attorney General: <http://oag.ca.gov>Center on Great Teachers and Leaders: <https://gtlcenter.org>Collaborative for Academic Social and Emotional Learning: <https://casel.org>Common Sense Media: <http://www.commonsensemedia.org>National School Safety Center: <http://www.schoolsafety.us>Partnership for Children and Youth: <https://www.partnerforchildren.org>U.S. Department of Education: <http://www.ed.gov>

(5/18 5/19) 12/19

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Regulation 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 05/01/2019 | Last Revised Date: 12/01/2019 | Last Reviewed Date: 05/01/2019

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who

have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

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

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.
7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

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

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

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

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

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

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

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

Discipline/Corrective Actions

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

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

Support Services

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

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

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

5 CCR 4600-4670

Ed. Code 200-262.4

Ed. Code 32282

Ed. Code 32283.5

Ed. Code 35181

Ed. Code 35291-35291.5

Ed. Code 46600

Ed. Code 48900-48925

Ed. Code 48985

Ed. Code 52060-52077

Pen. Code 422.55

Pen. Code 647

Pen. Code 647.7

Pen. Code 653.2

Description

Uniform complaint procedures

Educational equity; prohibition of discrimination on the basis of sex - <https://simbli.eboardsolutions.com/SU/ytLslshoozWGUAAbNL6kKkgxQ==>

School safety plans

Bullying; online training

Governing board authority to set policy on responsibilities of students

Rules

Student transfers

Suspension and expulsion

Translation of notices

Local control and accountability plan

Definition of hate crime

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

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

Electronic communication devices, threats to safety

Federal References

28 CFR 35.107

34 CFR 104.7

34 CFR 106.8

34 CFR 110.25

47 USC 254

Description

Nondiscrimination on basis of disability; complaints

Designation of responsible employee for Section 504

Designation of responsible employee for Title IX

Notification of nondiscrimination on the basis of age

Universal service discounts (E-rate)

Management Resources References**Description**

CA Office of the Attorney General Publication

Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018

California Department of Education Publication

Bullying at School, 2003

California Department of Education Publication

Bullying Module

California Department of Education Publication

California's Social and Emotional Learning: Guiding Principles, 2018

California Department of Education Publication

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

California Department of Education Publication

Social and Emotional Learning in California: A Guide to Resources, 2018

Court Decision

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

Court Decision

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

Court Decision

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

CSBA Publication

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

CSBA Publication

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CSBA Publication

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

CSBA Publication

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

CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
CSBA Publication	Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
U.S. DOE Office for Civil Rights Publication	Guidance to America's Schools: Bullying of Students with Disabilities, October 2014
U.S. DOE Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOE Office for Civil Rights Publication	Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on Basis of Sex, Race, Color, Oct 2010
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010
Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXplMccKw==
Website	Partnership for Children and Youth - https://simbli.eboardsolutions.com/SU/bolfLRuzs4Pl63kJl3082w==
Website	Center on Great Teachers and Leaders - https://simbli.eboardsolutions.com/SU/uuNY8dCMmlel2NuPXnq4GQ==
Website	Collaborative for Academic Social and Emotional Learning - https://simbli.eboardsolutions.com/SU/sNNHIYslsh8zYCfpQYfg7rGplusw==
Website	Common Sense Media - https://simbli.eboardsolutions.com/SU/wpUjl8j8od73P0r6UNOcNQ==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QP0821fOy9pg==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References

0100	Philosophy - https://simbli.eboardsolutions.com/SU/DjNWlss7SrqEIaA5Dw1Uw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/VTylPKHaEz3K7VFEQ7hMI1w==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/BLg6plustvZaDNsOslshzCxNM12Q==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/z027YslshPI2pluslJLAdv5HOP1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Pw53k7slshWwk5WnlplAj4TaQ==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/l4Efl6y2kHuwWKAC7AywwQ==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/Uda1PR36HqbR8ubMgSxA2Q==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/G9DeI6PFHS9KmhMbQKFF4w==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/wdjK1dDHTnrugh4DdJXx2Q==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/iAJncgFRe6o6pcOuHnAiSA==

3515	Campus Security - https://simbli.eboardsolutions.com/SU/uCquXQKJwdgkhCyslsh6poGdg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/nPbCkSUKdLxC3TwKOIdmSA==
4219.21	Professional Standards - https://simbli.eboardsolutions.com/SU/RirfgS4CclLcM4VqQapFslshw==
4219.21-E(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/wuC09ebS4cv7w0F9xslshplusl6w==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/1plqApZfXqTJplus3V3yAttlg==
4319.21	Professional Standards - https://simbli.eboardsolutions.com/SU/qplufumkhHLfwqT29lA8Kw==
4319.21-E(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/wXeptAWJCFd0rhBslAPA4g==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/plusvLZ1HIBPZDEpuwAXJKMOQ==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/Mnda7np5drgNHgZw3aJR3Q==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/g4JcFPDZwKOJZGCSvVBCxg==
5113.12	District School Attendance Review Board - https://simbli.eboardsolutions.com/SU/3RweDirvZ2bplshl3xgfBK7Q==
5113.12	District School Attendance Review Board - https://simbli.eboardsolutions.com/SU/5YpCXtPt6mqv1S7dAsdA==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/ltGF8Q12ntEEtjlmr7eYag==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/pWlYmm1tO4b10il0b5dp2Q==
5116.2	Involuntary Student Transfers - https://simbli.eboardsolutions.com/SU/mODplhSbrGFcQxp4x3ypxg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/oplusQftd5lcwCSI6v6h7VXnw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/lhQdtaYDoplOwXFANn3d6Q==
5125	Student Records - https://simbli.eboardsolutions.com/SU/uiVJk3G6TkTplusVR2QwgWBtw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aoTt3s0aYvG7slshk1b5KoNOA==
5131	Conduct - https://simbli.eboardsolutions.com/SU/TufdLLplus8L1HslshVzdsRm3TQ==
5136	Gangs - https://simbli.eboardsolutions.com/SU/dYfYFHv479tuJ5NcCAEZQ==
5136	Gangs - https://simbli.eboardsolutions.com/SU/0kxPMXk5G84XTOCdAOxH1g==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/vCslsh0nVAxAHmfIH7gplustoHqw==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/plusR5BhNGPeUjL3Ju9QQP6JA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/M6XpmjtVcjFu7VFtEqplustQw==

5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/2EfCsIfBI SakN7frOINyFW==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/FpPIRIni0RQLidJlSVIOHQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/E8rgIcYhbAfK9IGTT1fk1g==
5144	Discipline - https://simbli.eboardsolutions.com/SU/sem6Ul6SLzteMgKx7klRbg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/SpCDFWKslshRfaYM7mk14wYslshw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/wr9slshuF7RbjDWdhnFi3JMdQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/bJ9BfrAyiOM1a9rGZU0EtQ==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/mxkoxfuSshr8F4mwBYJDww==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/GBa7slshq4OvSKw1OHMxslshqzYQ==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/wozycZ7oYdqwzQsbad6AHA==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/QO02Wtslsh3PgDslsh2TMYBPHI4g==
5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/826WslshFdWbRIL89Lyh8slshvAQ==
5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/LcZtaVH4gOxqplusB8tC8Sx7g==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/4K1w1cplusH8plusG4l9sn9y8lrQ==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/IUe4xmObMslshYUugUjgi7tCQ==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/w54cGnA0rUcplusHhS2dplusrK5Q==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/gve8qouMksDvi8iry3U5wA==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/BCpWbC2n8mxqBplMkeCxPg==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/fOyN8xzJ2wM4K5CQEsShoQMA==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/ag6iqz9GIWt0gUtcUR0jsg==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/Pa9GrEWIFCaRR4zshb5WRQ==
6163.4-E(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/H46Vlw9cWCtoycUqIBfPFg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/dK0hwL4Oq43Rkdv2Dxcdvg==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/eVhjcNplus5gaKuXjDnh3LfRQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/9zSYbslshmJ955flW8slshWtTClw==

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava



DATE: September 24th, 2021

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ ActionDate you wish to have your item considered: **October 13, 2021****ITEM:** Consultant Contract with Dave Burgess Consulting, Inc.**PURPOSE:**

Provide a Virtual/Live Keynote Presentation for HESD Teachers and Support Staff and a virtual/live breakout session for teachers on October 18, 2021.

Keynote Topic: Teach Like a Pirate: Out of the Box Teaching**Breakout Session Topic:** Engagement Strategies**FISCAL IMPACT:** \$5,500**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava



DATE: October 1, 2021

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

Date you wish to have your item considered: October 13, 2021

ITEM: Consultant Contract with Tulare County Office of Education**PURPOSE:** To provide Professional Development for District Wide PD Day, October 18, 2021**FISCAL IMPACT:** \$6,125.00**RECOMMENDATIONS:** Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: October 1, 2021

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Consider approval of a Consultant Contract with the Merced County Office of Education North Valley Leadership.

PURPOSE: Dr. Ozzy DeLuna to provide 4 days of Cognitive Coaching for Clear Administrative Services Credential (CASC) coaches and district support personnel.

FISCAL IMPACT: \$6,000 to be paid from Title II
0100-4035-0-0000-2140-580009-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: 9/23/21

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 13, 2021

ITEM: Board Policy 4121.2 Certificated Substitute And Temporary Teacher Pay Rates
(REVISED)

PURPOSE: The District is experiencing a substitute shortage this school year due to the COVID-19 pandemic. The District believes that by temporarily increasing our substitute teacher pay rates, we will attract more substitute teachers in the county pool. The District is requesting to raise the daily sub rate from \$110/day to \$150/day effective Monday, September 27, 2021 through the end of the 2021-2022 school year. The District will re-evaluate the sub situation at that time to determine whether or not to continue with this temporary increase.

FISCAL IMPACT: Daily sub rate would increase by \$40 per day.

RECOMMENDATIONS: Approve.

Hanford ESD

Board Policy

Certificated Substitute And Temporary Teacher Pay Rates

BP 4121.2

Personnel

Substitute Teachers

Day-to-Day Substitutes

T-K - 8: ~~\$110/day~~ \$150/day

Long-Term Substitutes: More than 30 consecutive instructional days in same classroom/assignment. At the conclusion of the initial long-term assignment, substitute may be considered for continuance of the long-term rate at the discretion of the District. The long-term rate of pay may be applied at the District's discretion beginning the first day in the substitute's assignment when the assignment is pre-planned and/or expected to last beyond 30 school days.

Regular (Preliminary or Clear) K-8 Credential

T-K - 8: \$190/day

Long-term Substitute Emergency Permit or Teacher Permit for Statutory Leave (TPSL)

T-K - 8: \$170/day

Home Instruction

Average Hourly Rate (AHR) based on the Certificated Teacher Salary Schedule

Substitute Nurses

Mutually acceptable per diem rate.

The Superintendent or designee shall develop administrative regulations to implement this policy and pay procedures.

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: November 15, 2000 Hanford, California

revised: October 16, 2002

revised: August 24, 2005

revised: January 20, 2010

revised: December 10, 2014

revised: November 18, 2015

revised: December 20, 2017 (effective 1/1/18)

revised: October 13, 2021 (effective 9/27/21)

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: October 4, 2021

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 13, 2021**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified Temps/Subs

- Emily Bush, Substitute Clerk Typist I, effective 10/1/21
- Adriana Canchola, Substitute Yard Supervisor, effective 9/21/21
- Maria De Jesus Aguirre, Substitute Custodian I, effective 9/30/21
- Victoria Drone, Substitute Yard Supervisor, effective 9/28/21
- Guadalupe Gonzalez, Substitute Yard Supervisor, effective 9/15/21
- Anahi Linan, Substitute Yard Supervisor, effective 9/14/21
- Anahi Reynosa, Substitute Yard Supervisor, effective 9/20/21

Short Term Employees

- Madison Furtado, Short-Term READY Program Tutor – 4.5 hrs., effective 8/25/21-10/1/21
- Roxanna Gutierrez, Short-Term Bilingual Licensed Vocational Nurse – 8.0 hrs., effective 9/20/21-12/17/21

b. More Hours

- Anna Hernandez, Food Service Worker II, from 2.5 hrs., Kennedy to 3.0 hrs., Wilson, effective 8/9/21

c. Resignations

- Jenova Ortiz, Account Technician II – 8.0 hrs., Fiscal Services, effective 10/1/21

d. Job Description

- Educational Tutor – Revised Job Description

e. Revised Salary/Wage Schedules

- Revised Classified Salary Schedule
- Revised Classified, Substitute/Temporary Wage Schedule

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description:

EDUCATIONAL TUTOR (K-68)

DEFINITION

Under the direction of certificated school staff, provides instruction and tutoring of an independent, difficult, specific or specialized nature to individuals or small groups of students in classrooms, other instructional areas or learning environment.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the School Principal, ~~or~~ Learning Director, ~~Literacy Coach or classroom teacher~~ to whom assigned; does not supervise any employee(s).

ESSENTIAL FUNCTIONS

- Provides unique and/or pre-determined instruction required to support students in attainment of specific learning goals and standards;
- Tutors individual students or groups of students;
- Instructs pupils in the use of a variety of supplementary instructional and educational materials and audio-visual aids;
- May provide individual or small group instruction to pupils in special programs according to established individual education plans;
- Regularly administers placement, achievement, and diagnostic tests or other special program tests and records test scores;
- May supervise students during non-instructional time;
- Assists in maintaining classroom discipline;
- Other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Instructional and tutorial procedures and practices.

Knowledge of (cont.):

Correct English usage, spelling, grammar and punctuation;

Standard office equipment including personal computer and fax machine;

Operation of audio-visual equipment; and

Subject matter taught in the classroom.

Ability to:

Establish and maintain effective relationships with adults and students;

Demonstrate skill in the application of instructional/tutorial procedures and practices

Show enthusiasm for and interest in the instructional program

Plan and organize work

Meet schedules and timelines

Maintain accurate records.

Use required software, computer programs needed for both instructional services and record-keeping

Understand and carry out directions; and

EDUCATION AND EXPERIENCE:

Education: Equivalent to graduation from high school. Must meet the following requirements as defined in the ESEA Act of January 2002 Section 1119:

Complete two years of higher education study, OR

Hold or Obtain an Associate's degree OR

Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness.

Experience: One year of work involving contact with students.

EDUCATION AND EXPERIENCE (CONT.)

Testing: Obtain a passing score on the Comprehensive Tests of Basic Skills (CTBS) and the High School Minimum Proficiency Test.

Highly Desirable: Pursuing coursework that will lead to a Bachelors Degree and a teaching credential as a professional educator.

WORKING CONDITIONS:

Environment: Classroom environment.

Physical Abilities: Seeing to monitor student behavior during classroom activities, to read, prepare and proofread documents, perform assigned duties; hearing and speaking to exchange information related to classroom assignments and to speak on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, and supplies, lifting light objects.

Adopted: 07/18/07

Revised: 10/06/21

**HANFORD ELEMENTARY SCHOOL DISTRICT
2021-2022 CLASSIFIED SALARY SCHEDULE**

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	2,433 14.04	2,555 14.74	2,682 15.48	2,817 16.25	2,957 17.06
2		per Month per Hour	2,555 14.74	2,682 15.48	2,817 16.25	2,957 17.06	3,105 17.91
3	Clerk Trainee	per Month per Hour	2,682 15.48	2,817 16.25	2,957 17.06	3,105 17.91	3,260 18.81
4		per Month per Hour	2,817 16.25	2,957 17.06	3,105 17.91	3,260 18.81	3,423 19.75
5	Clerk Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,957 17.06	3,105 17.91	3,260 18.81	3,423 19.75	3,595 20.74
6	Bilingual Aide Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	3,105 17.91	3,260 18.81	3,423 19.75	3,595 20.74	3,774 21.78
7	Account Clerk I Custodian I Educational Tutor, K-68 Groundskeeper I Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	3,260 18.81	3,423 19.75	3,595 20.74	3,774 21.78	3,963 22.86
8	Account Clerk II Clerk Typist II Cook/Baker Food Service Utility Worker Library/Media Technician	per Month per Hour	3,423 19.75	3,595 20.74	3,774 21.78	3,963 22.86	4,161 24.01
9	Bilingual Clerk Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Lead Food Service Worker Maintenance Worker I	per Month per Hour	3,595 20.74	3,774 21.78	3,963 22.86	4,161 24.01	4,369 25.21
10	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician Secretary READY Site Lead	per Month per Hour	3,774 21.78	3,963 22.86	4,161 24.01	4,369 25.21	4,588 26.47
11	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Licensed Vocational Nurse Lead Custodian	per Month per Hour	3,963 22.86	4,161 24.01	4,369 25.21	4,588 26.47	4,817 27.79
12	Account Technician I Licensed Vocational Nurse (Bilingual) Warehouse/Reprographics & Mail Technician	per Month per Hour	4,161 24.01	4,369 25.21	4,588 26.47	4,817 27.79	5,058 29.18

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Bus Driver/Mechanic	per Month	4,369	4,588	4,817	5,058	5,311
	Head Custodian	per Hour	25.21	26.47	27.79	29.18	30.64
	Maintenance Worker II						
	Mechanic						
	Parent Liaison Specialist						
	Painter/Maintenance Worker II						
14	Teacher Resource Center Specialist						
	Administrative Secretary I	per Month	4,588	4,817	5,058	5,311	5,576
15		per Hour	26.47	27.79	29.18	30.64	32.17
	Account Technician II - Accounts Payable	per Month	4,817	5,058	5,311	5,576	5,855
	Administrative Secretary II	per Hour	27.79	29.18	30.64	32.17	33.78
	Child Welfare and Attendance Specialist						
	Computer Maintenance Technician						
16	Database Specialist I						
	Account Technician III	per Month	5,058	5,311	5,576	5,855	6,148
	Community Day School Specialist	per Hour	29.18	30.64	32.17	33.78	35.47
	DSF Work Control Technician						
	Educational Interpreter						
17	Student Specialist						
	Bilingual Student Specialist	per Month	5,311	5,576	5,855	6,148	6,455
	Bilingual Community Day School Specialist	per Hour	30.64	32.17	33.78	35.47	37.24
	Heating, Ventilation & Air Conditioning Specialist						
18	Locksmith						
	Account Technician IV	per Month	5,576	5,855	6,148	6,455	6,778
	Database Specialist II	per Hour	32.17	33.78	35.47	37.24	39.11
	Lead Mechanic (Automotive)						
	Network Engineer						
19	Systems Engineer						
		per Month	5,855	6,148	6,455	6,778	7,117
20		per Hour	33.78	35.47	37.24	39.11	41.06
		per Month	6,148	6,455	6,778	7,117	7,473
		per Hour	35.47	37.24	39.11	41.06	43.11

*Monthly rate is based on an 8-hour per day, 12-month employee

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125

20 Years - \$2,250

30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee	\$400 per year
7 hour but less than 8 hour employee	\$350 per year
6 hour but less than 7 hour employee	\$300 per year
5 hour but less than 6 hour employee	\$250 per year
4 hour but less than 5 hour employee	\$200 per year
3 hour but less than 4 hour employee	\$150 per year
2 hour but less than 3 hour employee	\$100 per year
1 hour but less than 2 hour employee	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

Professional Growth increments will be awarded as follows:

No. of Semester		No. of Semester	
Increments	Units	Increments	Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

HVAC Specialist Stipends:

The District will pay the following stipends annually to employees in the HVAC Specialist position, provided the District has determined a continuing need:

- QAC-A Certificate - \$1,500 annually
- NATE-HVAC Certificate - \$1,200 annually

Verification of the QAC-A and NATE-HVAC Certificates must be provided to the Office of Human Resources by May 15th of each year

Adopted: 07/14/21

Effective: 07/01/21

HANFORD ELEMENTARY SCHOOL DISTRICT

2021-2022 CLASSIFIED SUBSTITUTE/TEMPORARY WAGE SCHEDULE*

Effective July 1, 2021

Range	Position	Hourly Rate**
1S		\$13.12
2S		\$13.78
3S	Clerk Trainee	\$14.47
4S		\$15.19
5S	Clerk Typist I Food Service Worker I Instructional Aide	\$15.95
6S	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	\$16.75
7S	Account Clerk I Custodian I Educational Tutor, K-68 Groundskeeper I Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	\$17.59
8S	Account Clerk II Clerk Typist II Cook/Baker Food Service Utility Worker Library/Media Technician	\$18.47
9S	Bilingual Clerk Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	\$19.39
10S	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician READY Site Lead Secretary	\$20.36

Range	Position	Hourly Rate**
11S	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Licensed Vocational Nurse Lead Custodian	\$21.38
12S	Account Technician I Licensed Vocational Nurse (Bilingual) Warehouse/Reprographics and Mail Technician	\$22.45
13S	Bus Driver/Mechanic Head Custodian Maintenance Worker II Mechanic Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	\$23.57
14S	Administrative Secretary I	\$24.75
15S	Account Technician II - Accounts Payable Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	\$25.98
16S	Account Technician III Community Day School Specialist DSF Work Control Technician Educational Interpreter Student Specialist	\$27.28
17S	Bilingual Student Specialist Bilingual Community Day School Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	\$28.65
18S	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	\$30.08
19S		\$31.58
20S		\$33.16

*Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Licensed Vocational Nurse, Bilingual Licensed Educational Interpreter, Computer Maintenance Technician, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

**93.5% of CSEA Schedule, Step 1

Adopted: 07/14/21

Effective: 07/01/21