

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

Wednesday, September 14, 2022

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

### 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 August 19, 2022; August 26, 2022 and September 2, 2022.
- b) Approve minutes of Regular Board Meeting held on August 24, 2022.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of dictionaries from Rotary Club of Hanford Sunset for all 3<sup>rd</sup> grade students.
- e) Approve donation of 384 backpacks from Hanford Costco to Lincoln students.

### 3. INFORMATION ITEMS

- a) Receive for information the following revised Board Policy: (Endo)
    - BP 3110 – Transfer of Funds
  - b) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
    - BP/AR 3523 – Electronic Signatures
  - c) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
    - BP/AR 3550 – Food Service/Child Nutrition Program
  - d) Receive for information the following revised Board Policy and Administrative Regulation: (Endo)
    - BP/AR 3551 – Food Service Operations/Cafeteria Fund
- *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: (Endo)
  - BP/AR 3553 – Free and Reduced Price Meals

#### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider adoption of the Resolution #08-23: Regarding Absent Board Member Compensation (Gabler)
- b) Consider adoption of the Resolution #06:23: Conflict of Interest Code (Gabler)
- c) Consider approval of a consultant contract with School Safety Operations (Gabler)
- d) Consider approval of a consultant contract with Bricks4Kids (McConnell)
- e) Consider approval of out-of-state travel for one HESD School Psychologist (McConnell)

#### **5. PERSONNEL (Martinez)**

##### **a) Employment**

###### Classified

- Rylyn Burnett, READY Program Tutor – 4.5 hrs., Monroe, effective 8/15/22
- Tia Cooper, Special Circumstances Aide – 5.75 hrs., Wilson, effective 9/2/22
- Audussie Martinez, Education Tutor – 4.5 hrs., Roosevelt, effective 8/23/22
- Natasha Trevino, Bus Driver – 4.5 hrs., Transportation, effective 8/29/22

###### Classified Temps/Sub

- Strajee' Brown-Burke, Substitute Special Circumstance Aide and Special Education Aide, effective 9/1/22
- Neida Chavez, Substitute Yard Supervisor, effective 8/31/22

###### Short Term Classified

- Silvia Foreman, Short-Term Special Circumstances Aide – 5.75 hrs., Simas, effective 8/9/22-12/16/22
- Guadalupe Gonzales, Short-Term Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/29/22-9/30/22
- Gina Jundt, Short-Term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/22/22-9/30/22
- Brentny Miller, Short-Term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/22/22-9/30/22
- Olga Ramirez, Short-Term Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/22/22-9/30/22
- Leslie Santamaria, Short-Term READY Program Tutor – 4.5 hrs., Simas, effective 8/9/22-9/22/22
- Ashley Sosa, Short-Term Special Circumstances Aide – 5.75 hrs., Simas, effective 8/9/22-10/3/22

###### Promotion/Transfer

- Mayra Rodriguez Delgado, from Food Service Worker I – 3.0 hrs., Monroe, to Food Service Worker I – 3.0 hrs., Hamilton, effective 8/18/22

##### **b) Resignations**

###### Classified

- Yusra Almarush, Yard Supervisor – 3.5 hrs., Simas, effective 8/25/22
- Allen Christian Altamirano, Special Circumstances Aide – 5.75 hrs., Monroe, effective 9/1/22
- Mariah Benitez, Yard Supervisor – 2.5 hrs., Monroe, effective 6/3/22
- Krystal Calderon, Yard Supervisor – 2.25 hrs., King, effective 8/19/22

- Tia Cooper, Yard Supervisor – 3.25 hrs., Wilson, effective 9/1/22
- Jenny Delgado, Yard Supervisor – 3.5 hrs., Kennedy, effective 8/11/22
- Anahi Linan, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/3/22
- Ivette Macias Ortiz, Substitute Yard Supervisor, effective 6/3/22
- Audussie Martinez, Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/22/22

c) Certificated Transfers/Reassignments/Reinstatements, effective 8/04/22

Involuntary Transfers

- Timerie Correia, from 4th Grade Teacher, Monroe, to Kindergarten Teacher, Monroe
- Kathryn Coz, from 6th Grade Teacher, Roosevelt, to 1st Grade Teacher, Roosevelt
- Jenifer Laird, from 3rd Grade Teacher, Richmond, to Independent Study Teacher
- Guadalupe Mangandi, from 6th Grade Teacher, Hamilton, to 1st Grade Teacher, MLK
- Amy Neumann, from Kindergarten Teacher, Richmond, to Kindergarten Teacher, Hamilton
- Margarita Royal, from 5th Grade Teacher Roosevelt, to Kindergarten Teacher, Roosevelt

Combination Class Assignment

- Lisa Hinojos, from TK Teacher, Lincoln, to TK/K Teacher, Lincoln

d) Volunteers

<u>Name</u>	<u>School</u>
Jessica Valencia	Simas
Maryra Hernandez Ortiz	Jefferson
Kerri Hodgson	Hamilton
Diana Garcia	Washington
Nereyda Ramirez	Washington
Lorena Fernandez	District Office
Anthony Gracian	District Office

e) Approve Variable Term Waiver Request, EC 44253.3

- BCLAD for Gladys Cruz, Kindergarten Dual Immersion Teacher, Jefferson Academy for 2022-23 School Year

**6. FINANCIAL (Endo)**

- a) Consider adoption of the Resolution #07-23: Accounting of Developer Fees
- b) Consider appointment of the Citizens' Oversight Committee Members

**ADJOURN MEETING**

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants as listed on the registers dated: 08/19/22, 08/26/22 and 09/02/22.

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.

# Warrant Register For Warrants

## Dated 08/19/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12693274	4787	AKJ WHOLESALE LLC – Books	\$6,081.84
12693275	8017	MARIBEL ALCALA – Food Services Refund	\$15.50
12693276	34	CURTIS ALEXANDER – Reimburse-Materials/Supplies	\$199.75
12693277	7810	AMERICA'S BEST VALUE INN – Other Services	\$630.00
12693278	59	ARAMARK UNIFORM & CAREER – Food Services-Materials/Supplies, Other	\$305.34
12693279	6253	AT&T – Telephone Communications	\$2,610.90
12693280	7900	BANNER SOLUTIONS – Materials/Supplies	\$52.50
12693281	113	BARNES AND NOBLE-5886056 – Books	\$733.83
12693282	3710	KELLY BEKEDAM – Reimburse-Materials/Supplies	\$600.00
12693283	7399	BIMBO BAKERIES USA – Food Services-Food	\$1,532.01
12693284	8016	BUCKLES-SMITH ELECTRIC CO – Materials/Supplies	\$402.97
12693285	8018	RYLYN BURNETT – Reimburse-Other Services	\$30.00
12693286	6468	NICOLE CARTLEDGE – Reimburse-Materials/Supplies	\$65.78
12693287	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$3,998.01
12693288	7123	CHILD1ST PUBLICATIONS LLC – Materials/Supplies	\$265.26
12693289	7985	COAST TROPICAL – Food Services-Food	\$5,460.35
12693290	3089	COMMITTEE FOR CHILDREN – Other Services	\$2,719.00
12693291	4178	COOK'S COMMUNICATION – Materials/Supplies, Services/Repair	\$497.61
12693292	6625	COSCO FIRE PROTECTION – Materials/Supplies	\$536.25
12693293	405	DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies	\$83.83
12693294	416	DEMCO INC. – Materials/Supplies	\$668.91
12693295	4815	DIGITECH INTEGRATIONS INC – Services/Repair	\$170.00
12693296	3567	E.L. ACHIEVE – Books	\$3,020.16
12693297	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$825.53
12693298	7330	NICOLE D. ESQUEDA OD – Materials/Supplies	\$272.00
12693299	7302	ALEXIS FARRAR – Reimburse-Materials/Supplies	\$150.83
12693300	4092	FITNESS FINDERS INC – Other Services, Materials/Supplies	\$3,196.36
12693301	3066	FLAG HOUSE – Materials/Supplies	\$236.64
12693302	3127	RAMIRO FLORES – Reimburse-Materials/Supplies	\$315.00
12693303	1393	GAS COMPANY - Utilities	\$1,591.79
12693304	7981	GOGUARDIAN – Other Services	\$2,400.00
12693305	591	GOLD STAR FOODS – Food Services-Food	\$5,343.56
12693306	7035	GREAT MINDS – Materials/Supplies, Books, Other Services	\$25,720.79
12693307	620	GRISWOLD LASALLE COBB DOWD – Other Services	\$2,806.86
12693308	647	HANFORD JT. UNION HIGH SCHOOL – Other Services	\$3,102.35
12693309	7592	HANFORD SENTINEL – Food Services-Other Services	\$905.00
12693310	7592	HANFORD SENTINEL – Subscription	\$225.00
12693311	632	CITY OF HANFORD – Utilities	\$34,455.76
12693312	685	HI-LINE – Materials/Supplies	\$235.01
12693313	687	HIGH NOON BOOKS – Materials/Supplies	\$197.89
12693314	2188	THE HOME DEPOT PRO – Materials/Supplies, Warehouse Inventory	\$13,131.63
12693315	7920	INSTITUTE OF READING DEVELOPMENT INC – Other Services	\$15,920.00
12693316	4597	IVS COMPUTER TECHNOLOGY – Services/Repair	\$125.00
12693317	7412	AUDRA JAURIGUI – Food Services-Reimburse-Mileage	\$2.00
12693318	7642	JUNIOR LIBRARY GUILD – Other Services	\$1,515.27
12693319	5290	KEENAN & ASSOCIATES – Insurance	\$451.05
12693320	5828	KINGS COUNTY DEPT OF PUBLIC WORKS – Materials/Supplies	\$14.59
12693321	801	KINGS COUNTY MOBILE LOCKSMITH – Materials/Supplies	\$913.34

# Warrant Register For Warrants

## Dated 08/19/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12693322	796	KINGS COUNTY OFFICE OF ED – Other Services	\$12,914.59
12693323	5893	MONICA KRAEMER – Reimburse-Mileage	\$22.75
12693324	986	LAWNMOWER MAN – Materials/Supplies	\$188.71
12693325	7353	AMANDA LEYVA – Reimburse-Materials/Supplies, Other Services	\$170.27
12693326	7521	LITERACY RESOURCES LLC – Materials/Supplies	\$521.12
12693327	977	ORAL MICHAM INC – Richmond Modernization Phase II	\$10,368.04
12693328	977	ORAL MICHAM INC – Roosevelt Modernization Phase II	\$14,190.64
12693329	8015	MISSION BANK – Richmond Modernization Phase II	\$545.68
12693330	8015	MISSION BANK – Roosevelt Modernization Phase II	\$746.88
12693331	994	MOBILE MODULAR MGMT. CORP. – Services/Repair	\$97,581.27
12693332	7424	ODELL PLANNING & RESEARCH INC – Other Services	\$500.00
12693333	7664	OMEGA LABS INC – Other Services	\$200.00
12693334	1074	OUTDOOR CREATIONS INC. – Materials/Supplies	\$17,637.26
12693335	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$9,004.60
12693336	1945	PCS EDVENTURES – Materials/Supplies	\$16,536.88
12693337	8019	JANNETTE PEREZ – Reimburse-Other Services	\$25.00
12693338	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$9,995.68
12693339	7280	PUT-IN-CUPS LLC – Materials/Supplies	\$1,574.00
12693340	1188	QUILL LLC – Materials/Supplies	\$1,152.75
12693341	5764	QUINN COMPANY – Materials/Supplies, Services/Repair	\$7,088.21
12693342	5898	ANNELIESE ROA – Food Services Reimburse-Food	\$433.81
12693343	7415	SAN MATEO-FOSTER CITY – Food Services-Membership Dues	\$985.41
12693344	7960	JOSEPH M SANFELIPPO LLC – Other Services	\$9,500.00
12693345	7959	SAUNDERS AUTOMATIC SERVICE INC – Services/Repair	\$1,841.60
12693346	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$199.96
12693347	7582	SAVVAS LEARNING COMPANY LLC – Other Services	\$1,230.00
12693348	7601	SEESAW LEARNING INC – Other Services	\$16,200.00
12693349	3743	SHRED-IT USA – FRESNO – Services	\$255.65
12693350	1367	SISC III – Health/Welfare Benefits	\$634,132.00
12693351	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$190.76
12693352	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$40,300.69
12693353	6785	SPY SCREEN & IMAGE PRINTING – Materials/Supplies	\$4,933.50
12693354	1404	STANISLAUS FOUNDATION – ADMIN – Health/Welfare Benefits	\$2,730.00
12693355	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$54,488.80
12693356	1405	STAPLES CREDIT PLAN – Materials/Supplies	\$193.26
12693357	4541	STONEYS CONCRETE LLC – Materials/Supplies	\$777.00
12693358	5586	SUPERIOR SOIL SUPPLEMENTS – Materials/Supplies	\$6,652.68
12693359	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$42,921.61
12693360	5774	TEACHER SYNERGY LLC – Materials/Supplies	\$226.80
12693361	8020	ROSA TEMORES – Food Services Reimburse-Mileage	\$1.25
12693362	3325	TOTAL IMAGE MOBILE DETAILING – Services/Repair	\$1,600.00
12693363	1702	TRIPLE J CONCRETE – Materials/Supplies	\$126.35
12693364	3749	ULINE INC – Materials/Supplies	\$104.80
12693365	3154	UPS – Postage	\$326.37
12693366	4522	US AIR CONDITIONING DIST INC. – Materials/Supplies	\$2,951.84
12693367	1647	VERITIV OPERATING COMPANY – Warehouse Inventory	\$1,148.75
12693368	1575	WALMART COMMUNITY RFCSLLC – Warehouse Inventory	\$37.84
12693369	2667	WHYTRY LLC – Other Services	\$4,000.00

# Credit Card Register For Payments

## Dated 08/19/2022

Document Number	Vendor Number	Vendor Name	Amount
14033924	5184	DRISKELL'S APPLIANCE	\$1,526.17
14033925	599	GOPHER SPORT	\$243.65
14033926	2321	GRAPHIC ENTERPRISES INC.	\$823.56
14033927	3015	INSECT LORE	\$167.25
14033928	827	LA TAPATIA TORTILLERIA INC.	\$950.40
14033929	831	LAKESHORE LEARNING MATERIALS	\$2,017.08
14033930	854	LIBRARY STORE INC.	\$1,016.92
14033931	1802	MEDALLION SUPPLY	\$1,028.59
14033932	1121	PERMA-BOUND	\$39.00
14033933	1313	SCHOLASTIC TEACHERS STORE	\$7,256.24
14033934	1326	SCHOOL SERVICES OF CALIF. INC.	\$4,260.00
14033935	1350	SIGN WORKS	\$336.08
14033936	5391	STARFALL EDUCATION	\$1,065.00
14033937	1466	TERMINIX INTERNATIONAL	\$898.00
14033938	5929	TOUCHMATH LLC	\$1,250.00
14033939	1637	WOODWIND & BRASSWIND	\$858.80
<b>Total Amount of All Credit Card Payments:</b>			<b>\$23,736.74</b>

## Warrant Register For Warrants Dated 08/26/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12693773	3340	ACADEMIC THERAPY PUBLICATIONS	\$1,073.58
12693774	6271	MARIBEL AGUILERA	\$350.97
12693775	6431	AMAZON.COM	\$5,125.46
12693776	73	APPLE INC.	\$3,718.68
12693777	59	ARAMARK UNIFORM & CAREER	\$7,076.77
12693778	3258	BANK OF AMERICA	\$7,018.41
12693779	3167	CA DEPT OF EDUCATION	\$312,539.55
12693780	7283	CA DEPT OF TAX & FEE ADMINISTRATION	\$41.99
12693781	4918	CALIFORNIA COMMISSION ON TEACHER	\$1,670.00
12693782	1667	CDW GOVERNMENT INC.	\$2,393.53
12693783	5905	KATELYN CRUSE	\$200.00
12693784	8021	NATALIE DAMIAN	\$194.09
12693785	405	DASSEL'S PETROLEUM INC.	\$6,978.80
12693786	414	DELL COMPUTER CORPORATION	\$674,846.10
12693787	414	DELL COMPUTER CORPORATION	\$38,370.00
12693788	1750	EMPIRE SUPPLY COMPANY INC.	\$203.89
12693789	1893	OMAR FIERRO	\$68.63
12693790	1393	GAS COMPANY	\$442.63
12693791	620	GRISWOLD LASALLE COBB DOWD	\$1,650.37
12693792	5946	THE HARTFORD	\$1,525.68
12693793	687	HIGH NOON BOOKS	\$975.98
12693794	2188	THE HOME DEPOT PRO	\$849.28
12693795	5264	HOUGHTON MIFFLIN HARCOURT	\$1,244.10
12693796	778	KEENAN & ASSOC. MED. EYE SERV.	\$10,837.13
12693797	796	KINGS COUNTY OFFICE OF ED	\$142.85
12693798	7643	LATIN AMERICAN BOOK SOURCE INC	\$1,166.88
12693799	8022	RONNIE LEAL	\$25.00
12693800	7732	METLIFE SMALL MARKET	\$4,240.09
12693801	6965	MYSTERY SCIENCE INC.	\$1,325.00
12693802	6693	NEWSLA	\$54,150.00
12693803	7199	MATT OKUMOTO	\$.59
12693804	7997	LAURA ORDONEZ	\$321.75
12693805	8001	PARTY YARD SIGNS 2020	\$160.00
12693806	5934	PEARSON - CLINICAL ASSESSMENT	\$4,798.11
12693807	5356	JODY PRODOEHL	\$194.00
12693808	7992	REMSCAPE INC	\$8,987.38
12693809	1227	RENAISSANCE LEARNING INC.	\$11,489.00
12693810	7346	RMA GEOSCIENCE INC.	\$1,140.00
12693811	4294	SAN JOAQUIN COUNTY OFFICE OF ED	\$500.00
12693812	7960	JOSEPH M SANFELIPPO LLC	\$1,215.00
12693813	1303	SAVE MART SUPERMARKETS	\$187.21
12693814	5452	SUSAN SCHNEIDER	\$100.85
12693815	3484	DIANA M. SILVA	\$200.00
12693816	1356	SILVAS OIL COMPANY INC.	\$1,724.42
12693817	6368	SINCLAIR RESEARCH GROUP	\$6,000.02
12693818	1374	SMART & FINAL STORES (HFD DO)	\$367.54
12693819	1392	SOUTHERN CALIFORNIA EDISON CO.	\$44,823.00
12693820	1403	STANISLAUS FOUNDATION - DENTAL	\$12,131.02



# Warrant Register For Warrants

## Dated 08/26/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12693821	4764	STEPS TO LITERACY L.L.C.	\$3,670.12
12693822	5774	TEACHER SYNERGY LLC	\$288.14
12693823	8009	TOM TORRENTO MUSIC LLC	\$100.00
12693824	1503	TULARE-KINGS MUSIC ED. ASSOC.	\$225.00
12693825	6032	TUMBLEWEED PRESS INC	\$719.10
12693826	1519	UNITED LABORATORIES INC.	\$1,076.88
12693827	4522	US AIR CONDITIONING DIST INC.	\$1,932.05
12693828	7907	WARD'S MEDIATECH INC	\$38,073.56

**Total Amount of All Warrants: \$1,280,870.18**

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<b>Total Amount of All Credit Card Payments:</b>	<b>\$45,980.90</b>
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## Warrant Register For Warrants Dated 09/02/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12694422	13	DAWN ACOSTA – Reimburse-Materials/Supplies	\$199.84
12694423	4787	AKJ WHOLESALE LLC – Books	\$230.60
12694424	6431	AMAZON.COM – Materials/Supplies, Warehouse Inventory	\$5,131.22
12694425	7810	AMERICA'S BEST VALUE INN – Other Services	\$90.00
12694426	7810	AMERICA'S BEST VALUE INN – Other Services	\$700.00
12694427	59	ARAMARK UNIFORM & CAREER – Services	\$2,896.98
12694428	59	ARAMARK UNIFORM & CAREER – Food Services-Other Services	\$342.60
12694429	6253	AT&T – Telephone Communications	\$140.38
12694430	5119	ATHLETIC STUFF – Warehouse Inventory	\$549.12
12694431	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$16,107.31
12694432	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	\$8,797.75
12694433	7988	BALLOONS BY MITZI – Materials/Supplies	\$270.00
12694434	7942	BARNES & NOBLE – CLASSWORK – Books	\$1,439.42
12694435	7399	BIMBO BAKERIES USA – Food Services-Food	\$522.50
12694436	7366	BRECK'S ELECTRIC MOTORS INC. – Materials/Supplies	\$727.06
12694437	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$4,034.01
12694438	304	NICK CHAMPI ENTERPRISES INC. – Materials/Supplies	\$38.55
12694439	7985	COAST TROPICAL – Food Services-Food	\$5,245.50
12694440	415	DELRAY TIRE & RETREADING INC. – Services/Repair	\$850.24
12694441	416	DEMCO INC. – Materials/Supplies	\$64.18
12694442	4815	DIGITECH INTEGRATIONS INC – Materials/Supplies	\$1,217.55
12694443	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$2,130.75
12694444	6219	ESGI LLC – Other Services	\$1,120.00
12694445	2213	NORBERTO ESPINDOLA – Reimburse-Materials/Supplies	\$138.29
12694446	7317	FORENSIC ANALYTICAL SERVICES INC. – Roosevelt Mod	\$1,167.50
12694447	1393	GAS COMPANY – Utilities	\$357.38
12694448	591	GOLD STAR FOODS – Food Services-Food	\$9,222.44
12694449	3656	HANFORD AUTO & TRUCK PARTS – Materials/Supplies	\$1,390.04
12694450	2489	HEARTLAND SCHOOL SOLUTIONS – Food Services-Other Services	\$840.00
12694451	2188	THE HOME DEPOT PRO – Materials/Supplies, Services/Repair	\$1,508.99
12694452	8004	INTERNATIONAL E-Z UP INC – Materials/Supplies	\$20,382.45
12694453	5840	KELLY SPICERS STORES – Materials/Supplies	\$2,214.61
12694454	7457	KG COMMUNICATIONS INC. – Other Services	\$2,348.90
12694455	838	LAWRENCE TRACTOR COMPANY – Materials/Supplies	\$1,256.56
12694456	2033	ROSEMARY LERMA – Reimburse-Materials/Supplies	\$198.08
12694457	912	MANGINI ASSOCIATES INC. – Roosevelt Mod, Woodrow HVAC	\$79,644.44
12694458	8028	TIFFANY MILLER – Reimburse-Other Services	\$37.00
12694459	5510	NEWEGG.COM – Materials/Supplies	\$312.11
12694460	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies	\$547.73
12694461	7724	OPEN UP RESOURCES – Other Services	\$4,500.00
12694462	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$3,755.85
12694463	6938	PACIFIC CONTRACTORS GROUP INC. – Hamilton Painting	\$38,850.00
12694464	5620	ANGELA PROTZMAN – Reimburse-Materials/Supplies	\$200.00
12694465	7390	QUADIANT INC. – Services/Repair	\$911.18
12694466	8025	LUPE RANGEL – Reimburse-Materials/Supplies	\$200.00
12694467	7996	JONATHAN RUBALCABA – Food Services-Reimburse-Food	\$5.91
12694468	7620	NALLELY SANDOVAL – Food Services-Refund	\$8.20
12694469	2985	ELIZABETH SASSELLI – Reimburse-Materials/Supplies	\$163.16

## Warrant Register For Warrants Dated 09/02/2022

Warrant Number	Vendor Number	Vendor Name	Amount
12694470	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$104.97
12694471	6364	MELISA SCOTT-MCCALLION – Reimburse-Materials/Supplies	\$200.00
12694472	1350	SIGN WORKS – Materials/Supplies	\$2,036.26
12694473	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$34.21
12694474	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$14,800.03
12694475	1404	STANISLAUS FOUNDATION – ADMIN – Health/Welfare Benefits	\$2,733.75
12694476	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$14,894.56
12694477	3128	COURTNEY STONE – Reimburse-Materials/Supplies	\$123.52
12694478	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$48,101.47
12694479	8027	ALIJAH TURNER – Reimburse-Other Services	\$37.00
12694480	1521	UNITED REFRIGERATION INC. – Materials/Supplies	\$393.05
12694481	6861	ISABEL VEGA – Reimburse-Materials/Supplies	\$200.00
12694482	1647	VERITIV OPERATING COMPANY – Warehouse Inventory	\$212.03
12694483	1558	VERIZON WIRELESS – Telephone Communications	\$1,157.47
12694484	1575	WALMART COMMUNITY RFCSLLC – Materials/Supplies	\$4,354.12
12694485	2822	GRISELDA YRIGOLLEN – Reimburse-Materials/Supplies	\$200.00
<b>Total Amount of All Warrants:</b>			<b>\$312,588.82</b>

# Credit Card Register For Payments

## Dated 09/02/2022

Document Number	Vendor Number	Vendor Name	Amount
14034040	2	A-Z BUS SALES INC – Materials/Supplies	\$783.13
14034041	82	ASCD – Other Services	\$17,850.00
14034042	599	GOPHER SPORT – Materials/Supplies	\$1,198.81
14034043	3653	HEINEMANN PUBLISHING – Books	\$784.53
14034044	1111	J W PEPPER & SON INC – Materials/Supplies	\$173.50
14034045	1802	MEDALLION SUPPLY – Materials/Supplies	\$1,103.60
14034046	1466	TERMINIX INTERNATIONAL – Food Services-Services	\$80.00

**Total Amount of All Credit Card Payments: \$21,973.57**

Hanford Elementary School District  
*Minutes of the Regular Board Meeting*  
*August 24, 2022*

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 24, 2022, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Jason Brasil, David Endo, Ramiro Flores, Amy Fochetti, Matthew Gamble, David Goldsmith, Lucy Gomez, Robert Heugly, Jaime Martinez, Karen McConnell, William Potter, Jill Rubalcava, Cruz Leal-Sanchez and Jay Strickland.

**PRESENTATION, REPORTS AND COMMUNICATIONS**

**Public Comments** None

**Board and Staff Comments** None

**Requests to Address the Board** None

**Dates to Remember** President Garner reviewed dates to remember: Elementary Back-to-School Night – August 25<sup>th</sup>; Holiday-Labor Day – September 11<sup>th</sup>; Regular Board Meeting – September 14<sup>th</sup>; Regular Board Meeting – September 28<sup>th</sup>.

**CONSENT ITEMS**

Trustee Revious made a motion to take consent items "a" through "c" together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Revious then made a motion to approve consent items "a" through "c". Trustee Hernandez seconded; motion carried 4-0:

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

The items approved are as follows:

- a) Warrant listings dated August 5, 2022; August 10, 2022 and August 12, 2022.
- b) Minutes of Regular Board Meeting held on August 10, 2022.
- c) Interdistrict transfers as recommended.

### **INFORMATION ITEMS**

**Monthly  
Financial  
7/1/22-7/31/22**

- a) David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2022-07/31/2022. He stated everything is going smoothly for the first month of the fiscal year.

### **BOARD POLICIES AND ADMINISTRATION**

**Resolution #05-23** a) Trustee Revious made a motion to adopt Resolution #05-23: Regarding Absent Board Member Compensation for Lupe Hernandez. Trustee Strickland seconded; motion carried 4-0:

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

**Sports  
Officiating  
Services**

Trustee Revious made a motion to approve the consultant contract with Sports Officiating Services for the 2022-2023 school year at John F. Kennedy and Woodrow Wilson Junior High sports . Trustee Hernandez seconded; motion carried 4-0:

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

**Kings County  
Sports Officials**

- b) Trustee Revious made a motion to approve the consultant contract with Kings County Sports Officials for the 2022-2023 school year for grades 4-6 & 7-8 after school sports. Trustee Strickland seconded; motion carried 4-0:

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

**Kelsi Easley  
(READY)**

- c) Trustee Strickland made a motion to approve the consultant contract with Kelsi Easley to provide instruction for the READY Expanded Learning Program. Trustee Hernandez seconded; motion carried 4-0:

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

- Sinclair Research Group General Education**
- d) Trustee Hernandez made a motion to approve the memorandum of understanding with Sinclair Research Group to provide a complete evaluation of the General Education and Education Specialist Teacher Induction programs for the 2022-2023 school year. Trustee Strickland seconded; motion carried 4-0:  
Garcia – Absent  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Sinclair Research Group General Education CASC**
- e) Trustee Revious made a motion to approve the memorandum of understanding with Sinclair Research Group to provide a complete program evaluation of the Clear Administrative Services Credential (CASC) Induction program for the 2022-2023 school year. Trustee Strickland seconded; motion carried 4-0:  
Garcia – Absent  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Funding Categorical Aid Project**
- f) Trustee Strickland made a motion to approve the consolidated application for Funding Categorical Aid Programs for the Summer 2022 release of the 2022-2023 school year. Trustee Revious seconded; motion carried 4-0:  
Garcia – Absent  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes
- Roosevelt Modernization**
- g) Trustee Revious made a motion to approve the Roosevelt Modernization change order # 5 due to the restroom floor replacement and asbestos found in walls. Trustee Hernandez seconded; motion carried 4-0:  
Garcia – Absent  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

## **PERSONNEL**

Trustee Strickland made a motion to take Personnel items "a" through "b" together. Trustee Hernandez seconded; the motion carried 4-0:

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



Trustee Strickland then made a motion to approve Personnel items "a" through "b".  
Trustee Hernandez seconded; the motion carried 4-0:

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

The following items were approved:

***Item "a" –  
Employment***

Certificated

- Madeline Acosta, Special Education Aide – 5.0 hrs., Simas, effective 8/9/22
- Baylee Chrisman, READY Program Tutor – 4.5 hrs., Washington, effective 8/4/22
- Paula Hernandez, Yard Supervisor – 2.5 hrs., Washington, effective 8/9/22
- Giovanni Herrera, READY Program Tutor – 4.5 hrs., King, effective 8/4/22
- Alisa Hout, Special Education Aide – 5.0 hrs., King, effective 8/9/22
- Javier Isidoro, Yard Supervisor – 3.5 hrs., Simas, effective 8/9/22
- Citlali Jimenez Garcia, Food Service Utility Worker – 3.5 hrs., Food Services, effective 8/8/22
- Bernice Meraz, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/4/22
- Kimberly Milbrodt, Special Education Aide – 5.0 hrs., Richmond, effective 8/9/22
- Noelia Naranjo, Special Education Aide – 5.0 hrs., Washington, effective 8/9/22
- Jannette Perez, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/4/22
- LydiaKeren Ramirez, READY Program Tutor – 4.5 hrs., Lincoln, effective 8/4/22
- Stephen Reyes, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 8/9/22
- Andrea Rodriguez, Special Circumstance Aide – 5.75 hrs., Wilson, effective 8/9/22
- Marissa Rosas, Library/Media Technician – 8.0 hrs., Roosevelt, effective 8/1/22
- Laura Salazar, READY Program Tutor – 4.5 hrs., Richmond, effective 8/4/22
- Brenda Salcedo, READY Program Tutor – 4.5 hrs., Richmond, effective 8/4/22
- Maddison Tomey, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/4/22

Classified Temps/Sub

- Vanessa Carrera, Substitute Yard Supervisor, effective 8/9/22
- Alicia Sanchez, Substitute Yard Supervisor, effective 8/9/22
- Ashley Sosa, Substitute Special Circumstance Aide and Special Education Aide, effective 8/9/22
- Shelby Tobin, Substitute READY Program Tutor, effective 8/9/22

Promotion/Transfer

- Dezirae De Soto, from Food Service Worker I – 3.0 hrs., Lincoln, to READY Program Tutor – 4.5 hrs., Monroe, effective 8/4/22

Admin Transfer

- April Allen, from READY Program Tutor – 4.5 hrs., Monroe, to READY Program Tutor – 4.5 hrs., Hamilton, effective 8/4/22
- Anadalila Mendoza Martinez, from READY Program Tutor – 4.5 hrs., King, to READY Program Tutor – 4.5 hrs., Simas, effective 8/4/22
- Alexander Mejia, From READY Program Tutor – 4.5 hrs., Jefferson, to READY Program Tutor – 4.5 hrs., Hamilton, effective 8/4/22
- Roxana Vasquez, from Special Circumstance Aide – 5.75 hrs., Hamilton, to Special Circumstance Aide – 5.75 hrs., King, effective 8/9/22 More Hours/Days

- Michelle Martinez, from Food Service Worker I – 3.0 hrs., Hamilton, to Food Service Worker I – 3.5 hrs., Roosevelt, effective 8/8/22

Voluntary Reduction of Hours

- Norma Navarrete Navarro, from Food Service Worker I – 3.5 hrs., Roosevelt, to Food Service Worker I – 3.25 hrs., Jefferson, effective 8/8/22
- Yashimia Ford-Evans, READY Program Tutor – 4.5 hrs., Monroe, effective 6/3/22
- Guadalupe Gonzales, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/3/22

*Item "b" –  
Resignations*

**FINANCIAL**

**Unaudited  
Actuals  
Financial Report**

David Endo, Chief Business Official, presented a PowerPoint for the 2021-2022 Unaudited Actual Financial Report. He highlighted the unrestricted general fund ending balance of 19.4 million and the restricted general fund ending balance of \$8.5 million. The State is starting to redirect funding again to how the district spends the money, instead of how it was before were the district can determine were to spend it. Over \$6 million in COVID funding was spent. We have to spend the remaining funds or send it back. It will take us out to 2027. Enrollment shrunk by 144. Which is not good. We have over half a million in developer fees. Houses are being built in our District but are not really translating into student enrollment. The remaining Series C bonds have been used for the Roosevelt and Richmond modernization. The general fund budget comparison was reviewed. Some staff positions were not filled like READY tutors and some funds for technology and HVAC were not spent because materials were not received on time. We don't recognize those funds unless we spent them. The total general fund side by side was reviewed with a healthy 7.3% in reserves. Other HESD District funds were reviewed showing all are very healthy. A food services supervisor was hired to focus on scratch cooking. Enrollment was down an additional 49 students from prior years. We have to keep an eye on it. COVID funding is supporting our smaller classes, but we will see how that rolls out in the future. The average daily attendance's (ADA) greatest protection is the 3-year prior average ADA and is projected to be needed in the foreseeable future with a projected loss of 145 ADA in 2023-2024. If ADA goes down, we lose money. We will have to figure out how to offset that money lost. Trustee Strickland asked when COVID funding starts to trickle down, is there a possibility we will have staffing issues. David answered that some block grants that are coming can be utilized to continue staffing and services, but it is something we have to keep looking at. President Garner asked how much COVID funds are left. David stated we have only scratched the surface and doesn't know the exact amount but probably around \$17 million. Trustee Strickland asked if some of those funds can be used for construction. David stated yes and no. Some are being used for HVAC replacements units to promote air quality and circulation. President Garner requested a presentation on student enrollment issues and what is causing enrollment to drop.

- a) Trustee Revious made a motion to approve the unaudited actuals financial report. Trustee Strickland seconded; motion carried 4-0:  
Garcia – Absent  
Garner – Yes  
Hernandez – Yes

Revious – Yes  
Strickland – Yes

**Resolution #02-b) 23** Trustee Strickland made a motion to adopt Resolution #02-23: 2021-2022 Budget Revisions – Unaudited Actuals. Trustee Hernandez seconded; motion carried 4-0:

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

**Teacher's Salaries**

c) Trustee Strickland made a motion to approve the request for exemption from the required expenditures for classroom teachers' salaries. Trustee Hernandez seconded; motion carried 4-0:

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

**Resolution #03-d) 23** Trustee Strickland made a motion to adopt Resolution # 03-23: Gann Limit. Trustee Hernandez seconded; motion carried 4-0:

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

**Resolution #04-e) 23** Trustee Hernandez made a motion to adopt Resolution # 04-23: Commitment of Fund Balance. Trustee Strickland seconded; motion carried 4-0:

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

**Accounting Standard 31 Report**

f) Trustee Revious made a motion to approve the Kings County's Government Accounting Standard 31 Report. Trustee Hernandez seconded; motion carried 4-0:

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

**Treasurer's Quarterly**

g) Trustee Strickland made a motion to approve the Kings County Treasurer's Quarterly Compliance Report with interest rate at 0.7813%. Trustee Hernandez seconded; motion carried 4-0:

**Compliance  
Report**

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

**Adjournment**

There being no further business, President Garner adjourned the meeting at 6:15 p.m.

Respectfully submitted,

Joy C. Gabler,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Jeff Garner, President

\_\_\_\_\_  
Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-268	A	Roosevelt	Lakeside	9/02/2022
I-269	A	Richmond	Visalia	9/02/2022
I-270	A	Hamilton	Pioneer	9/02/2022
I-271	A	King	Armona	9/02/2022

No	A/D	Sch Req'd	Home Sch	Date
O-159	A	Kit Carson	Kennedy	9/02/2022
O-160	A	Visalia	Roosevelt	9/02/2022
O-161	A	Kit Carson	Wilson	9/02/2022

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy Gabler

DATE: 08/23/22

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/22

**ITEM:** Donation of dictionaries from Rotary Club of Hanford Sunset to all HESD 3<sup>rd</sup> grade students

**PURPOSE:** The Rotary Club of Hanford Sunset will visit HESD schools during the 2022-2023 school year and will distribute dictionaries to each 3<sup>rd</sup> grade student.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve



May 26, 2022

DJ Wright  
Rotary Club of Hanford Sunset  
P O Box 316  
Hanford, CA 93232

Superintendent, Ms. Joy Gabler  
Hanford Elementary School District  
714 N. White Street  
Hanford, CA 93230

Dear Superintendent Gabler,

Let me introduce myself. I'm DJ Wright with the Rotary Club of Hanford Sunset. For a number of years members of our Club have visited Hanford Elementary Schools and distributed dictionaries to each 3<sup>rd</sup> Grader. Normally, one or two Club members visit each Campus, at a time coordinated with individual school leadership, and hand out the dictionaries to each student. The past two school years, the dictionaries have been delivered to individual school offices for distribution to students in the classroom. We are hoping that during the upcoming school year we will again be able to personally deliver the dictionaries to students.

To help with the cost of these dictionaries, our Club seeks a grant from our Rotary District. As part of the application process, the District asks that we provide a statement that the delivery of dictionaries to 3<sup>rd</sup> Graders has been approved by the respective School Districts. We hope that the District will continue to allow use to provide dictionaries to your 3<sup>rd</sup> Graders. Please return the signed approval in the enclosed, stamped envelope as quickly as possible.

Thank you for your continued support of this Rotary Project. If you have additional questions I may be reached at: (C) 559-309-0133

Sincerely,

A handwritten signature in blue ink that reads "Donald J Wright".

Donald J Wright  
President  
Rotary Club of Hanford Sunset

**ACKNOWLEDGEMENT AND APPROVAL:**

By signing below the Hanford Elementary School District acknowledges the foregoing and approves the delivery of dictionaries to the District's 3<sup>rd</sup> Graders during the 2022-2023 school year.

Date: 6/30/22

By: Superintendent, Hanford Elementary School District

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Cynthia Pursell

DATE: 8/19/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 14, 2022

**ITEM:** Donation of 384 backpacks for students at Lincoln**PURPOSE:** Accept donation from Costco, Hanford Ca.**FISCAL IMPACT:****RECOMMENDATIONS:** Action to approve



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Receive the following Board Policy for information:

BP 3110 – Transfer of Funds

**PURPOSE:**

Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

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

BP 3110 – Transfer of Funds

**Board Policy Manual**  
**Hanford Elementary School District**

**Policy 3110: Transfer Of Funds**

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 12/15/2021 - ~~Last Reviewed Date: 12/15/2021~~

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
  2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
- ~~For the 2020-21 and 2021-22 fiscal years only, if the state defers any payments owed to districts, the Board may direct the temporary transfer of up to 85 percent of the maximum amount held in any fund or account during the current fiscal year for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. Prior to exercising this authority, the Board shall hold a public hearing and adopt a resolution authorizing such transfer. (Education Code 42603.1)~~
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
  4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to ~~Education Code~~Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)
  5. Transfer monies between other funds or accounts when authorized by law.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Receive the following Board Policy/Administrative Regulation for information:  
 BP/AR 3523 – Electronic Signatures

**PURPOSE:**

New policy reflects the authorization for districts to use electronic signatures in their communications and operations, including the benefits of electronic records and signatures, the requirement that electronic signatures conform with criteria described in law and that the level of security is sufficient for the transaction being conducted, and that electronic records are retained in accordance with law and regulations and as specified in board policy and administrative regulation.

New regulation establishes procedures for district use of electronic signatures, including that in any business transaction electronic signatures may be used only when each party has agreed to conduct the transaction in such a manner and that in other district operations electronic signatures may be required, criteria that must be met in order for an electronic signature to be used, and specific requirements for notarized signatures and statements that are required to be signed under penalty of perjury.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Consider adoption of the following Board Policy/Administrative Regulation at the next board meeting:  
 BP/AR 3523 – Electronic Signatures

ADM-018

7/07

**Policy 3523: Electronic Signatures**

**Status:** DRAFT

**Original Adopted Date:** Pending

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

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**Regulation 3523: Electronic Signatures**

**Status:** DRAFT

**Original Adopted Date:** Pending

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Receive the following Board Policy/Administrative Regulation for information:  
 BP/AR 3550 – Food Service/Child Nutrition Program

**PURPOSE:**

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and NEW LAW (AB 486, 2021) which authorizes the coordination of food service programs with classroom instruction and other related district programs.

Regulation updated to reflect changes necessary to implement NEW LAW (AB 130, 2021) which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility and make other clarifying changes in the "Food Safety" section.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Consider adoption of the following Board Policy/Administrative Regulation at the next board meeting:  
 BP/AR 3550 – Food Service/Child Nutrition Program

**Policy 3550: Food Service/Child Nutrition Program**

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 05/16/2001 | Last Revised Date:  
10/14/2015

The Governing Board ~~of Trustees~~ recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and ~~to maximize their participation in available~~ maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

~~{cf. 5141.27 – Food Allergies/Special Dietary Needs}~~

2. Meet or exceed nutrition standards specified in law ~~and administrative regulation~~

~~{cf. 3552 – Summer Meal Program}~~

~~{cf. 3554 – Other Food Sales}~~

~~{cf. 5030 – Student Wellness}~~

~~{cf. 5148 – Child Care and Development}~~

~~{cf. 5148.2 – Before/After School Programs}~~

~~{cf. 5148.3 – Preschool/Early Childhood Education}~~

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating ~~habits~~ 4. Be served in age-appropriate portions habits

~~5.~~

4. Be ~~available~~ served in age-appropriate portions

5. Be provided at no cost to students who ~~meet federal eligibility criteria at no cost~~ request a meal

At the beginning of each school year, the Superintendent or at reduced prices designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and to other students at reasonable prices school publications.

~~{cf. 3551 – Food Service Operations/Cafeteria Fund}~~

~~{cf. 3553 – Free and Reduced Price Meals}~~

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

~~The Board desires to provide students with~~Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to ~~encourage~~promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for ~~cafeteria eating and~~ food preparation and consumption.

~~{cf. 1312.4 - Williams Uniform Complaint Procedures}~~

~~{cf. 3517 - Facilities Inspection}~~

~~{cf. 7110 - Facilities Master Plan}~~

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation ~~process, from~~ receiving to and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food ~~service~~service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE. ~~{cf. 0500 - Accountability}~~  
~~{cf. 3555 - Nutrition Program Compliance}~~

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## Regulation 3550: Food Service/Child Nutrition Program

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 10/14/2015

### Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code ~~49531, 49553; 42 USC 1758, 1773~~)

~~1. 49501.5, 49553; 42 USC 1758, 1773~~)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10, ~~220.8,~~ or 220.238 as applicable ~~2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7~~

~~Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7 (cf. 3552– Summer Meal Program)~~

~~(cf. 3553– Free and Reduced Price Meals)~~

~~(cf. 3554– Other Food Sales)~~

~~(cf. 5030– Student Wellness)~~

~~(cf. 5141.27– Food Allergies/Special Dietary Needs)~~

2.

### Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

### Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk.

(7 CFR 215.17) **Food Safety**

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

### **Inspection of Food Facilities**

All food preparation and service areas shall be inspected in accordance with Health and Safety Code ~~113725-113725~~113725113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request.

(Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

~~{cf. 1340—Access to District Records}~~

~~{cf. 3580—District Records}~~

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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Receive the following Board Policy/Administrative Regulation for information:  
 BP/AR 3551 – Food Service Operations/Cafeteria Fund

**PURPOSE:**

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections

Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated Regulation includes revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Consider adoption of the following Board Policy/Administrative Regulation at the next board meeting:  
 BP/AR 3551 – Food Service Operations/Cafeteria Fund

**Policy 3551: Food Service Operations/Cafeteria Fund**

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 05/16/2001 | Last Revised Date:  
04/11/2019

The Governing ~~Board of Trustees~~ intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and ~~increase~~ cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district. ~~(cf. 3100—Budget)~~

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

~~(cf. 3311—Bids)~~

~~(cf. 3550—Food Service/Child Nutrition Program)~~

~~(cf. 3552—Summer Meal Program)~~

~~(cf. 5030—Student Wellness)~~

The Superintendent or designee shall ensure that ~~all~~ food service ~~personnel~~director(s) possess the ~~required qualifications and receive ongoing professional development related to the effective management and implementation required by 7 CFR 210.30 and California Department of the district's food service program in accordance with law.~~ Education (CDE) standards.

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by ~~the California Department of Education (CDE).~~ (42 USC 1776) Meal Sales

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to ~~students~~, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus ~~for a legitimate purpose~~. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, ~~including delinquent meal payments.~~ Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public ~~pursuant to Education Code 49557.5.~~

~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)~~

~~Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.~~

~~(cf. 0410 – Nondiscrimination in District Programs and Activities)~~

~~(cf. 3553 – Free and Reduced Price Meals)~~

### **Cafeteria Fund and Account**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

**OPTION 1:** ~~The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)(cf. 3230 – Federal Grant Funds)~~

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

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

### **OPTION 1 ENDS HERE**

**OPTION 2:** ~~The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)~~

### **OPTION 2 ENDS HERE**

### **Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16) ~~(cf. 3312 – Contracts)~~

~~(cf. 3600 – Consultants)~~

## Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and ~~reasonable~~ reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state.  
(Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

### Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by ~~the~~ CDE to ensure compliance of the district's food service program with federal requirements ~~related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.~~  
~~(cf. 3555 – Nutrition Program Compliance)~~

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## Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 04/16/1997 | Last Revised Date: 04/11/2019

### Payments for Meals

~~With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance.~~ The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

~~(cf. 3550 – Food Service/Child Nutrition Program)~~

~~(cf. 3552 – Summer Meal Program)~~

~~(cf. 3553 – Free and Reduced Price Meals)~~

~~(cf. 3555 – Nutrition Program Compliance)~~

At the beginning of the school year, ~~and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible.~~ The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of ~~theschool~~the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free ~~and reduced~~and reduced-price meals, such as in the distribution of ~~applications~~eligibility forms at the start of the school year
4. Posting the policy on the district's web site

~~5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance~~

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

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

~~In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.~~

~~In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.~~

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

~~{cf. 3580—District Records}~~

~~Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.~~

### **Unpaid and Delinquent Meal Charges**

~~No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. {Education Code 49557.5}~~

~~The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. {Education Code 49557.5}~~

~~The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.~~

~~The district shall not direct any action toward a student to collect unpaid school meal fees. {Education Code 49557.5}~~

~~The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.~~

~~The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.~~

### **Reimbursement Claims**

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, and reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

### **Donation of Leftover Food**

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)



## Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. ~~The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091) (Education Code 38090, 38093)~~

~~(cf. 3100—Budget)~~

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

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the ~~expenditure's purpose~~ of and basis ~~for the expenditure.~~ (Education Code 38101)

~~(cf. 3110—Transfer of Funds)~~

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three ~~months~~ months' average expenditures. ~~(2 (7 CFR 210.14, 220.14)7)~~

## U.S. Department of Agriculture Foods

The ~~Superintendent or designee~~ district shall ~~ensure that~~ provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) ~~are handled, stored, and distributed in facilities which: (7 CFR 250.14)~~

- ~~1. Are sanitary and free from rodent, bird, insect, and other animal infestation~~
- ~~2. Safeguard foods that protect~~ against theft, spoilage, ~~and damage, or~~ other loss
- ~~3. Maintain foods.~~ Such storage facilities shall maintain donated foods in sanitary conditions, at the proper storage temperatures
- ~~4. Store foods off the floor in a manner to allow for temperature and humidity, and with adequate ventilation~~
- ~~5. Take other protective measures~~ air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as may be necessary applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

### **Contracts with Outside Services**

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, ~~including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced price, and full price reimbursable meals to all eligible students.~~ (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5) ~~(cf. 3312—Contracts)~~

~~(cf. 3515.6—Criminal Background Checks for Contractors)~~

~~(cf. 3600—Consultants)~~

~~(cf. 4112.4/4212.4/4312.4—Health Examinations)~~

~~(cf. 4212—Appointments and Conditions of Employment)~~

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## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Receive the following Board Policy/Administrative Regulation for information:

BP/AR 3553 – Free and Reduced Price Meals

**PURPOSE:**

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02- 2018.

Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

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

BP/AR 3553 – Free and Reduced Price Meals

ADM-018

7/07

### Policy 3553: Free And Reduced Price Meals

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 11/18/1998 | Last Revised Date: 04/11/2019

The ~~Governing Board of Trustees~~ recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students ~~from low-income families~~ in the district's food service program.

~~{cf. 3551 – Food Service Operations/Cafeteria Fund}~~

~~{cf. 3552 – Summer Meal Program}~~

~~{cf. 5030 – Student Wellness}~~

~~{cf. 5148 – Child Care and Development}~~

~~{cf. 5148.2 – Before/After School Programs}~~

~~{cf. 6177 – Summer Learning Programs}~~

~~The Each school day, the~~ district shall provide ~~at least one, free of charge, a~~ nutritionally adequate meal each school day, ~~free of charge or at a reduced price, breakfast and lunch~~ for students whose families meet federal eligibility criteria ~~any student who requests a meal.~~ (Education Code ~~49550, 49552~~49501.5)

To provide optimal nutrition and ~~reduce the administrative burden of food service operations~~ ensure that schools receive maximum federal meal reimbursement, the

Superintendent or designee shall assess the eligibility of district schools to ~~provide breakfast and/or lunch free of charge to all students at the school under a federally funded~~ operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

~~The~~

~~If Superintendent or designee shall submit an application to operate a federal universal meal provision to the California~~

~~Department of Education (CDE) on behalf of any district school that meets the criteria for definition of a "very-high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years."~~ (Education Code ~~49564; 42 USC 1759a.3~~)

The Superintendent or designee shall ensure that meals ~~provided through the free and reduced-price meals served under the school nutrition~~ program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

~~{cf. 3550 – Food Service/Child Nutrition Program}~~

~~Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.~~

The Board shall approve, and shall submit to ~~the~~ CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals ~~and milk~~ are not treated differently from other students. ~~{and that meets other requirements specified in~~ Education Code 49557}.

~~{cf. 0410 – Nondiscrimination in District Programs and Activities}~~

~~(cf. 3555—Nutrition Program Compliance)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

## Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be ~~released~~disclosed except as provided by law and authorized by the Board or pursuant to a court order. ~~(Education Code 49558)~~  
(Education Code 49558) ~~(cf. 5125—Student Records)~~

The Board authorizes designated employees to use ~~individual~~ records pertaining to ~~student~~ an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

~~(cf. 6162.51—State Academic Achievement Tests)~~

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act ~~pursuant to~~ pursuant to 20 USC 6301-6576

~~(cf. 6171—Title I Programs)~~

3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist ~~in the continuation of the student's meal benefits~~ that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the ~~local control funding formula~~ LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. ~~He/she~~ The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

~~(cf. 5141.6—School Health Services)~~

## Regulation 3553: Free And Reduced Price Meals

Status: ~~ADOPTED~~DRAFT

Original Adopted Date: 11/18/1998 | Last Revised Date: 04/11/2019

### Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

~~{cf. 3550—Food Service/Child Nutrition Program}~~

~~{cf. 3551—Food Service Operations/Cafeteria Fund}~~

~~{cf. 3552—Summer Meal Program}~~

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

~~{cf. 5145.6—Parental Notifications}~~

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

### Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

~~{cf. 6173—Education for Homeless Children}~~

~~{cf. 6173.1—Education for Foster Youth}~~

~~{cf. 6175—Migrant Education Program}~~

## Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. ~~(42 USC 1758; 7 CFR 245.6a)~~

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the ~~Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)~~  
Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available ~~and notify~~ and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household ~~of the~~ of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action ~~as described~~ as described below

~~If any household is to receive a reduction or termination of benefits. If~~ as a result of verification activities, ~~the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed,~~ or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ~~the household's~~ ineligibility. ~~He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided~~ At least 10 days prior to the actual reduction or termination ~~of benefits, the Superintendent or designee shall send a notice of adverse action to the household.~~ The notice shall advise the household of: ~~(7 CFR 245.6a)~~

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing ~~and decision~~ and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

## Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to ~~used~~ disclose a student's name and eligibility status from individual ~~meal~~ records ~~pertaining to student participation in the free and reduced-price meal program only~~ for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576. Director of Program Development, Assessment and Accountability

~~Director~~ In permitting the disclosure of Program Development, Assessment and Accountability

~~In using the student~~ records for such purposes, the Superintendent or designee shall ensure that:  
~~(Education Code 49558)~~

1. No individual indicators of participation in the free and reduced-price meal program are maintained in ~~the permanent~~ the permanent records of any student if not otherwise allowed by law.

~~(cf. 5125—Student Records)~~

2. Information regarding individual student participation in the free and reduced-price meal program is not ~~publicly released~~ publicly released.

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

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price ~~meal program~~ meal program is destroyed when no longer needed for its intended purpose.

### **Nondiscrimination Plan**

~~The district's plan~~ In implementing the district's food service programs for students ~~receiving~~ who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any ~~purpose~~ other purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any ~~other means~~ other means.
3. The students shall not be required to work for their meals ~~or for milk~~.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, ~~or consume~~ or consume their meals ~~or milk~~ at a different time.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 3555—Nutrition Program Compliance)~~

~~When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)~~

### **Prices**

~~The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)~~



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: September 6, 2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 14, 2022

**ITEM:** Consider adopting Resolution #08-23: Regarding Absent Board Member Compensation.

**PURPOSE:** Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Robert Garcia was unable to attend the August 24, 2022 meeting due to hardship deemed acceptable by the Board.

**FISCAL IMPACT:** Not to exceed \$262.50.

**RECOMMENDATIONS:** Adopt Resolution #08-23.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
RESOLUTION # 08-23**

**Board of Trustees  
Hanford Elementary School District**

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

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

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

1. Board Member Robert Garcia was absent from the Hanford Elementary School District's regular board meeting held August 24, 2022 due to:
  - ☐ performing services outside the meeting for the school district
  - ☐ illness
  - ☐ jury duty
  - ☒ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

**PASSED AND ADOPTED THIS 14th day of September, 2022** at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Jeff Garner, President

---

Lupe Hernandez, Clerk

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 08/23/22

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/22

**ITEM:** Consider adopting Resolution #6-23: Conflict of Interest Code

**PURPOSE:** This resolution in connection with Board Bylaw 9270 specifies the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

**FISCAL IMPACT:** None**RECOMMENDATIONS:** Adopt Resolution #6-23

# Hanford ESD

## Exhibit

### Conflict Of Interest

E 9270

### Board Bylaws

#### RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

BEFORE THE BOARD OF TRUSTEES

OF THE

HANFORD ELEMENTARY SCHOOL DISTRICT

KINGS COUNTY, CALIFORNIA

In the Matter of Conflict     )  
of Interest Code                 )  
  )

RESOLUTION #6 – 23

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Hanford Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Hanford Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that (~~changes~~ **no changes**) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Hanford Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 14<sup>th</sup> day of September 2022 at a meeting, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Jeff Garner, President, Board of Trustees  
Hanford Elementary School District  
Kings County, California

I, Lupe Hernandez, Clerk to the Governing Board of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on September 14, 2022.

\_\_\_\_\_  
Lupe Hernandez, Clerk to the Governing Board  
Hanford Elementary School District  
Kings County, California

### **Conflict of Interest Code of the Hanford Elementary School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

## APPENDIX

## Conflict of Interest Code

## DESIGNATED POSITIONS AND DISCLOSURE REQUIREMENTS

1. **Category 1:**

Members of the Governing Board  
 Superintendent  
 Assistant Superintendent  
 Chief Business Official

A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which:
  - i. are engaged in the acquisition or disposal of real property within the district
  - ii. are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district
  - iii. manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. **Category 2:**

Chief Technology Officer  
 Director  
 Fiscal Services Specialist  
 Learning Director  
 Principal  
 Program Manager, Food Services  
 Program Manager, Special Services  
 Program Manager, Transportation Services  
 School Operations Officer  
 Supervisor, Custodial Services  
 Supervisor, Food Services  
 Supervisor, Grounds  
 Supervisor, Maintenance  
 Supervisor, READY Program  
 Supervisor, Warehouse/Reprographics and Mail Services  
 Vice Principal

A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which:
  - i. are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - ii. manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

### 3. **Consultants**

- a. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.
- b. A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)
  - 1. Approve a rate, rule, or regulation
  - 2. Adopt or enforce a law
  - 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
  - 4. Authorize the district to enter into, modify, or renew a contract that requires district approval
  - 5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
  - 6. Grant district approval to a plan, design, report, study, or similar item
  - 7. Adopt or grant district approval of district policies, standards, or guidelines
- c. A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would



otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

revised: 05/13/98  
revised: 09/02/98  
revised: 06/14/00  
revised: 06/27/01  
revised: 08/21/02  
revised: 06/18/03  
revised: 09/14/05  
revised: 09/06/06  
revised: 08/22/07  
revised: 08/20/08  
revised: 03/13/13  
revised: 03/13/13  
revised: 09/09/15  
revised: 08/10/16  
revised: 09/13/17  
revised: 08/12/20

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 08/23/22

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/22

**ITEM:** Consider approval of a consultant contract with School Safety Operations

**PURPOSE:** School Safety Operations Inc. (SSO Inc.) provides services to schools in all areas related to school emergency management planning and training. SSO would provide HESD a Hazard and Vulnerability Assessment for infrastructure target hardening for all of our schools and district facilities along with reviewing, and if needed, revising HESD's Emergency Operations Plans.

**FISCAL IMPACT:** \$39,257.00

**RECOMMENDATIONS:** Approve

**School Safety Operations****August 9, 2022****Cost Estimate: 2022-23****Client: Hanford Elementary School District**

Task	Description	Project Mgr. Hours	Consultant 1 and 2 Hours	Project Analyst Hours	Total Hours	Cost
1	Review of existing emergency plans and submission of recommendation report					No charge
2	Client and law enforcement meeting	2				\$350.00
3	Principal Questionnaires	4		10		\$1,450.00
4	Hazard and Vulnerability Assessments of 11 schools and 3 district facilities	30	60			\$12,750.00
5	Creation of draft comprehensive Hazard and Vulnerability Assessment Report	30	60	40		\$15,750.00
6	Finalize draft assessment report	8	0	10		\$2,150.00
7	End of project meeting and after action report	4				\$700.00
8	Preparation of summary report for public	8		4		\$1,700.00
	<b>Total Hours</b>	86	120	64		
	<b>Project Manager Rate</b>	\$175.00				
	<b>Consultant Rate</b>		\$125.00			
	<b>Project Analyst Rate</b>			\$75.00		
	<b>Total Direct Cost Estimate</b>	<b>\$15,050.00</b>	<b>15,000.00</b>	<b>4,800.00</b>		<b>\$34,850.00</b>
	<b>Indirect Cost Estimates</b>					
1	Lodging: 3 nights per consultant for a total of 9 nights at \$175 per night					\$1,575.00
2	Travel Time at \$75 per hour		20			\$1,500.00
3	Per Diem at state rate of \$74 days for 4 days		8			\$592.00
4	Estimated fuels costs for 350 mile round trip for 3 vehicles					\$740.00
	<b>Indirect Cost Estimate</b>					<b>\$4,407.00</b>
	<b>Total Cost Estimate</b>					<b>\$39,257.00</b>

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: 9/2/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 14, 2022

**ITEM:** Consultant Contract between Bricks4Kids and the Hanford Elementary School District

**PURPOSE:** To provide instruction to READY Expanded Learning program participants in STEM aligned enrichment class for Grades K/1 and 2/3 from September, 2022 through June, 2023.

**FISCAL IMPACT:** Total cost of the program is \$11, 340.00 to be build monthly and charged to the READY spending budget lines for each respective school sites at \$1260.00 per site.

Hamilton: 0100-2600-0-1110-4000-58009-029-0000

Jefferson: 0100-2600-0-1110-4000-58009-021-0000

King: 0100-2600-0-1110-4000-58009-022-0000

Lincoln: 0100-2600-0-1110-4000-58009-023-0000

Monroe: 0100-2600-0-1110-4000-58009-024-0000

Richmond: 0100-2600-0-1110-4000-58009-025-0000

Roosevelt: 0100-2600-0-1110-4000-58009-026-0000

Simas: 0100-2600-0-1110-4000-58009-027-0000

Washington: 0100-2600-0-1110-4000-58009-028-0000

**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

## CONSULTANT CONTRACT

This contract is entered into on September 23 .20 22 , between the Hanford Elementary

School District and J&D Mind Builders- Bricks4Kidz (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

Provide STEM aligned enrichment class for Grades K/1 and 2/3 in READY Expanded Learning Program beginning September 2022 and ending June 2023. Bricks4Kidz will visit all 9 sites in 3 week increments on Fridays from 3:00 pm- 5:00 pm.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay J&D Mind Builders- Bricks4Kidz  
the sum of eleven thousand, three hundred, fourty Dollars (\$ 11,340.00 ) for such services.

[Signature]  
Consultant Signature

Judy Bower  
Consultant Name

2790 Norwich Ave  
Consultant's Address

Clovis  
City

CA  
State

93611  
Zip Code

\_\_\_\_\_  
Principal/Department Head Signature

\_\_\_\_\_  
Other Authorizing Signature

Budget Account Number: \_\_\_\_\_

Board Approved: \_\_\_\_\_

Original Copy: Fiscal Services  
One Copy: Consultant  
One Copy: School/Department

**DISTRICT USE:**  
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO  
(CIRCLE ONE)

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: August 23, 2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 14, 2022

**ITEM:** Out-of-state travel for one (1) HESD School Psychologist

**PURPOSE:** Out-of-state travel is requested to validate the appropriateness of a Non-Public School ("NPA") placement for a potential offer of a Free and Appropriate Public Education for resident student of Hanford Elementary School District. The HESD School Psychologist will visit the Non-Public School and determine if the placement meets the educational and residential needs to assist the District in making an educational decision.

**FISCAL IMPACT:** Food, Gas and Parking**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**  
**AGENDA REQUEST FORM**

**TO:** Joy C. Gabler

**FROM:** Jaime Martinez

**DATE:** September 2, 2022

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

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **September 14, 2022**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified

- Rylyn Burnett, READY Program Tutor – 4.5 hrs., Monroe, effective 8/15/22
- Tia Cooper, Special Circumstances Aide – 5.75 hrs., Wilson, effective 9/2/22
- Audussie Martinez, Education Tutor – 4.5 hrs., Roosevelt, effective 8/23/22
- Natasha Trevino, Bus Driver – 4.5 hrs., Transportation, effective 8/29/22

Classified Temps/Sub

- Strajee' Brown-Burke, Substitute Special Circumstance Aide and Special Education Aide, effective 9/1/22
- Neida Chavez, Substitute Yard Supervisor, effective 8/31/22

Short Term Classified

- Silvia Foreman, Short-Term Special Circumstances Aide – 5.75 hrs., Simas, effective 8/9/22-12/16/22
- Guadalupe Gonzales, Short-Term Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/29/22-9/30/22
- Gina Jundt, Short-Term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/22/22-9/30/22
- Brentny Miller, Short-Term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/22/22-9/30/22

- Olga Ramirez, Short-Term Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/22/22-9/30/22
- Leslie Santamaria, Short-Term READY Program Tutor – 4.5 hrs., Simas, effective 8/9/22-9/22/22
- Ashley Sosa, Short-Term Special Circumstances Aide – 5.75 hrs., Simas, effective 8/9/22-10/3/22

#### Promotion/Transfer

- Mayra Rodriguez Delgado, from Food Service Worker I – 3.0 hrs., Monroe, to Food Service Worker I – 3.0 hrs., Hamilton, effective 8/18/22

### **b. Resignations**

#### Classified

- Yusra Almarush, Yard Supervisor – 3.5 hrs., Simas, effective 8/25/22
- Allen Christian Altamirano, Special Circumstances Aide – 5.75 hrs., Monroe, effective 9/1/22
- Mariah Benitez, Yard Supervisor – 2.5 hrs., Monroe, effective 6/3/22
- Krystal Calderon, Yard Supervisor – 2.25 hrs., King, effective 8/19/22
- Tia Cooper, Yard Supervisor – 3.25 hrs., Wilson, effective 9/1/22
- Jenny Delgado, Yard Supervisor – 3.5 hrs., Kennedy, effective 8/11/22
- Anahi Linan, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/3/22
- Ivette Macias Ortiz, Substitute Yard Supervisor, effective 6/3/22
- Audussie Martinez, Yard Supervisor – 3.5 hrs., Roosevelt, effective 8/22/22

### **c. Certificated Transfers/Reassignments/Reinstatements, effective 8/04/22**

#### Involuntary Transfers

- Timerie Correia, from 4<sup>th</sup> Grade Teacher, Monroe, to Kindergarten Teacher, Monroe
- Kathryn Coz, from 6<sup>th</sup> Grade Teacher, Roosevelt, to 1<sup>st</sup> Grade Teacher, Roosevelt
- Jenifer Laird, from 3<sup>rd</sup> Grade Teacher, Richmond, to Independent Study Teacher
- Guadalupe Mangandi, from 6<sup>th</sup> Grade Teacher, Hamilton, to 1<sup>st</sup> Grade Teacher, MLK
- Amy Neumann, from Kindergarten Teacher, Richmond, to Kindergarten Teacher, Hamilton
- Margarita Royal, from 5<sup>th</sup> Grade Teacher Roosevelt, to Kindergarten Teacher, Roosevelt

#### Combination Class Assignment

- Lisa Hinojos, from TK Teacher, Lincoln, to TK/K Teacher, Lincoln



**d. Volunteers**

<b>Name</b>	<b>School</b>
Jessica Valencia	Simas
Maryra Hernandez Ortiz	Jefferson
Kerri Hodgson	Hamilton
Diana Garcia	Washington
Nereyda Ramirez	Washington
Lorena Fernandez	District Office
Anthony Gracian	District Office

**e. Approve Variable Term Waiver Request, EC 44253.3**

- BCLAD for Gladys Cruz, Kindergarten Dual Immersion Teacher, Jefferson Academy for 2022-23 School Year

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Consider approval of Resolution #07-23 regarding the accounting of developer fees.

**PURPOSE:**

Government Code sections 66001(d) and 66006(b) require school districts to make an annual accounting of the Capital Facilities Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Approve the developer fee report and adopt Resolution #07-23.

RESOLUTION No. 07-23  
RESOLUTION OF THE GOVERNING BOARD OF THE  
HANFORD ELEMENTARY SCHOOL DISTRICT  
REGARDING ACCOUNTING OF DEVELOPMENT FEES  
FOR THE 2021-2022 FISCAL YEAR  
IN THE FOLLOWING FUND OR ACCOUNT:  
2500-CAPITAL FACILITIES FUND  
(Government Code sections 66001(d) & 66006(b))

**1. Authority and Reasons for Adopting this Resolution.**

- A. This District levied school facilities fees pursuant to various resolutions, the most recent of which is dated February 26, 2020 and is referred herein as the “School Facilities Fee Resolution” and hereby incorporated by reference into this Resolution. Those resolutions were adopted under the authority of Education Code section 17620 (formerly Government Code section 53080). These fees have been deposited in the following fund or account: 2500-Capital Facilities Fund.
- B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year.
- C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 27, 2022, that this information be reviewed by this Board at its regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it.
- D. The Superintendent has informed the Board that a draft copy of this resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on August 24, 2022. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it.
- E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

**2. What This Resolution Does.**

This Resolution makes various findings and takes various actions regarding the Fund as required by and accordance with Government Code sections 66001(d) and 66006(b).

### 3. Findings Regarding the Fund

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2021-2022 Fiscal Year:

- A. In reference to Government Code section 66006(b)(2), the information identified in Section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged;
- E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the approximate dates on which the funding referred to in paragraph e above is expected to be deposited into the approximate account or fund is designated in Exhibit B; and
- G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs c-f above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

### 4. Superintendent Authorized to Take Necessary and Appropriate Action.

The Board further directs and authorizes the Superintendent to take, on its behalf, such further action as may be necessary and appropriate to effectuate this Resolution.

### 5. Certificate of Resolution

I, Jeff Garner, President of the Governing Board of the Hanford Elementary School District of Kings County, State of California, certify that this Resolution proposed by \_\_\_\_\_, seconded by \_\_\_\_\_, was duly passed and adopted by the Board, at an official and public meeting this 14<sup>th</sup> day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

EXHIBIT A  
TO RESOLUTION REGARDING  
ACCOUNTING OF DEVELOPMENT FEES  
FOR FISCAL YEAR 2021-2022  
FOR THE FOLLOWING FUND OR ACCOUNT:  
2500-CAPITAL FACILITIES FUND (the "Fund")

Per Government Code section 66006(b)(1)(A)-(H) as indicated:

- A. A brief description of the type of fee in the Fund:

Level 1 school facilities fees.

- B. The amount of the fee.

The Hanford Elementary School District levied \$2.45 per square foot of assessable space of residential construction and \$0.40 per square foot of commercial/industrial construction. It should be noted that the high school district also levies a school facilities fee in addition to the elementary school's based on its own Developer Fee Justification Study.

- C. The beginning and ending balance of the Fund

See Attachment 1.

- D. The amount of the fees collected and the interest earned.

See Attachment 1.

- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

See Attachment 1.

- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:

Classroom wing that is projected to be partially funded with development fees is scheduled to be completed 12/31/25.

- G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

See Attachment 1.

- H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:

N/A. No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.

EXHIBIT B  
TO RESOLUTION REGARDING  
ACCOUNTING OF DEVELOPMENT FEES  
FOR FISCAL YEAR 2021-2022  
FOR THE FOLLOWING FUND OR ACCOUNT:  
2500-CAPITAL FACILITIES FUND (the "Fund")

Per Government Code section 66001(d)(1)-(4) as indicated:

- A. With respect to only the portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:

Installation and lease payments associated with portable classrooms.

- B. See section 3.D of the resolution.

- C. With respect to only the portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows:

Lease payments estimated at \$100,000 annually and are funded entirely with developer fees.

- D. With respect to only the portion of the Fund remaining unexpended at the end of the 2021-2022 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account of fund:

Lease payments (under the current terms) are not scheduled to be end until 2023.



8/24/2022  
 09.14.22 developer fee report.xlsx  
 DCE

**Attachment 1**  
**Hanford Elementary School District**

**BEGINNING BALANCE - 07/01/21** **\$ 489,322.39**

**REVENUE:**

***DESCRIPTION***

Fees 07/01/21-06/30/22	\$	539,718.23
Gain/Loss Investments	\$	(29,039.79)
Interest	\$	3,943.62
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$</b>	<b>1,003,944.45</b>

**EXPENSES:**

**PROJECT DESCRIPTION**

	% Funded by Fee	Project Costs	Other Sources
Portable leases	100%	\$ 107,383.98	N/A
Other services (Developer Fee Study, Master Planning, Etc.)	100%	\$ 9,102.35	N/A
<b>TOTAL EXPENDITURES</b>		<b>\$ 116,486.33</b>	

**ENDING BALANCE- 06/30/22** **\$ 887,458.12**

*Residential Fee \$2.45/Square Foot (07/01/21-06/30/22)*  
*Commercial Fee \$0.40/Square Foot (07/01/21-06/30/22)*

**Multi-Year Summary**

Year	Beginning Balance	Fees Received	Interest/Other	Expenditures	Ending Balance
2015-2016	\$ 417,722.27	\$ 604,138.51	\$ 1,770.62	\$498,427.35	\$ 525,204.05
2016-2017	\$ 525,204.05	\$ 450,874.20	\$ 5,358.44	\$221,290.58	\$ 760,146.11
2017-2018	\$ 760,146.11	\$ 390,069.98	\$ 7,508.89	\$959,057.26	\$ 198,667.72
2018-2019	\$ 198,667.72	\$ 580,189.63	\$ 6,331.02	\$170,316.79	\$ 614,871.58
2019-2020	\$ 614,871.58	\$ 81,079.36	\$ 10,380.75	\$186,153.38	\$ 520,178.31
2020-2021	\$ 520,178.31	\$ 117,425.16	\$ 4,578.92	\$152,860.00	\$ 489,322.39

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/02/2022

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 09/14/2022

**ITEM:**

Consider appointment of the Citizens' Oversight Committee members.

**PURPOSE:**

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

Two members could no longer serve on the committee and one member has met the maximum term limits as established in the by-laws. The applications are included for your review.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Appoint the Citizens' Oversight Committee members based on the attached applications.