

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

Wednesday, August 23, 2023  
 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 2, 2023; August 4, 2023 and August 11, 2023.
- b) Approve minutes of the Regular Board Meeting held on August 9, 2023.

### 3. INFORMATION ITEMS

- a) Receive for information monthly financial reports for the period of 07/01/2023-07/31/2023 (Endo)
- b) Receive for information revised Board Bylaw and Exhibit: (Gabler)
  - 9270 – Conflict of Interest
- c) Receive for information revised Board Policy: (Heugly)
  - 1312.3 – Uniform Complaint Procedures
- d) Receive for information revised Administrative Regulation: (Heugly)
  - 1312.4 – Williams Complaint Procedures

### 4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consolidated application for funding categorical aid programs (Summer 2023 Release for the 2023-24 School Year) (Heugly)
- b) Consider approval of consultant contract with Kings County Sports Officials (Johnston)
- c) Consider approval of consultant contract with Sports Officiating Services (Junior High Sports) (Johnston)

- *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.*

- d) Consider approval to award the 2023 Student Laptop Computer purchase bid to Dell Technologies (Goldsmith)
- e) Consider approval of consultant contract with REMSCAPE (Rubalcava)
- f) Consider approval of revised Board Policy and Administrative Regulation: (Rubalcava)
  - 5123 – Promotion/Acceleration/Retention

## 5. PERSONNEL (Martinez)

### a) Employment

#### Classified

- Queila Alarcon, Yard Supervisor – 3.5 hrs., Wilson, effective 8/15/23 REVISED
- Victoria Barrientos-Ghena, Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/23
- Hailey Belton, READY Program Tutor – 4.5 hrs., Lincoln, effective 8/10/23
- Patricia Castellanos, Yard Supervisor – 3.5 hrs., King, effective 8/15/23
- Silvia Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/10/23
- Amy Cole, Special Education Aide – 5.0 hrs., Jefferson, effective 8/15/23
- Juliana Evans, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/10/23
- Miriam Garcia, READY Program Tutor – 4.5 hrs., Washington, effective 8/10/23
- Mariah Henegar, Yard Supervisor – 3.5 hrs., Simas, effective 8/15/23 REVISED
- James Joyce, Special Education Aide – 5.0 hrs., Kennedy, effective 8/15/23
- Miguel Landeros, READY Program Tutor – 4.5 hrs., Washington, effective 8/10/23
- Madison Lee, READY Program Tutor – 4.5 hrs., Richmond, effective 8/10/23
- Kyle Martinez, READY Program Tutor – 4.5 hrs., King, effective 8/10/23
- Cindy Quesada, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/10/23
- Jasmine Vidal, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/11/23

#### Classified Temps/Subs

- William Davis, Substitute Paraprofessional (TK/K), effective 8/15/23
- Audrey Dragt, Substitute READY Program Tutor, effective 8/15/23
- Amber McRoberts, Substitute Yard Supervisor, effective 8/15/23
- Araceli Mendez, Substitute Yard Supervisor, effective 8/15/23
- Adilene Ochoa, Substitute Yard Supervisor, effective 8/15/23
- Samantha Ramirez, Substitute READY Program Tutor, effective 8/15/23

### b) Transfers

#### Promotion/Transfer

- Melissa Acosta, from Bus Driver – 6.0 hrs., Transportation to Dispatcher – 8.0 hrs., Transportation, effective 8/2/23

#### Voluntary Transfer

- Monique Cantu, from READY Program Tutor – 4.5 hrs., Lincoln to READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/10/23
- Haillee Larios, from READY Program Tutor – 4.5 hrs., Lincoln to READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/14/23

### c) Resignations

#### Classified

- Madisen Brown-Perriera, Yard Supervisor – 3.5 hrs., Kennedy, effective 6/2/23
- Alma Campos Medina, Substitute Yard Supervisor, effective 6/2/23
- Esmeralda Ledesma, Yard Supervisor – 3.25 hrs., Lincoln, effective 6/2/23

- Laurie Tolbert, Special Circumstances Aide – 5.75 hrs., Monroe, effective 6/2/23  
Termination due to Failure to Respond to Annual Notification
  - Lynette Reyes, Substitute Translator, Yard Supervisor and Food Service Worker II, effective 2/3/23  
Rescind offer of Employment Contract
  - Travis Williams, Band Teacher  
Retirement
  - Norma Ramirez, Special Education Aide – 5.0 hrs., Lincoln, effective 6/2/23
- d) Certify Employment Status of Non-Permanent Certificated Staff for 2023-24 School Year (EC 44916)
- See attached Listing
- e) Approve Variable Term Waiver Request, EC 44253.3
- BCLAD Waiver for Sophia Medina, 1st Grade Dual Immersion Teacher, Jefferson Academy
- f) Adopt Resolution No. 04-24 – Teacher Assignment, EC 44263
- Frederick Williams, Jr., Elementary Physical Education Teacher

**6. FINANCIAL** (Endo)  
NONE

**ADJOURN MEETING**

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 08/14/2023

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 08/23/2023

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants as listed on the registers dated: 08/02/23, 08/04/23 and 08/11/23.

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.

**Warrant Register For Warrants  
Dated 08/02/2023**

<b>Warrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12722002	2829	FASHION CLEANERS – OTHER SERVICES	\$188.00
12722003	8224	SYLVIA REYNA – REIMBURSE - CSEAP	\$1,000.00
<b>Total Amount of All Warrants:</b>			<b>\$1,188.00</b>

## Warrant Register For Warrants Dated 08/04/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12722091	6253	AT&T – TELEPHONE COMMUNICATION	\$2,616.35
12722092	6669	DEERE & COMPANY – MATERIALS/SUPPLIES	\$48,687.11
12722093	4815	DIGITECH INTEGRATIONS INC – OTHER SERVICES	\$720.00
12722094	502	ENTERPRISE RENT A CAR – SERVICES/REPAIRS	\$757.67
12722095	7589	EXPLORELEARNING LLC – OTHER SERVICES	\$42,346.25
12722096	6708	FIGARO'S MEXICAN GRILL – MATERIALS/SUPPLIES	\$184.31
12722097	6708	FIGARO'S MEXICAN GRILL – MATERIALS/SUPPLIES	\$280.19
12722098	6708	FIGARO'S MEXICAN GRILL – MATERIALS/SUPPLIES	\$477.05
12722099	1393	GAS COMPANY - UTILITIES	\$271.20
12722100	7592	HANFORD SENTINEL – MATERIALS/SUPPLIES	\$273.71
12722101	2188	THE HOME DEPOT PRO – MATERIALS/SUPPLIES	\$902.36
12722102	7728	ISTATION – OTHER SERVICES	\$12,239.00
12722103	796	KINGS COUNTY OFFICE OF ED – OTHER SERVICES	\$16,811.74
12722104	7995	LEXIA LEARNING SYSTEMS LLC – OTHER SERVICES	\$85,320.00
12722105	3689	PIONEER VALLEY ED. PRESS – MATERIALS/SUPPLIES	\$10,124.08
12722106	7390	QUADIANT INC. – SERVICES/REPAIRS	\$1,009.29
12722107	1227	RENAISSANCE LEARNING INC. – OTHER SERVICES	\$21,049.00
12722108	1273	ROTO-ROOTER SEWER SERVICE – SERVICES/REPAIRS	\$7,260.00
12722109	1303	SAVE MART SUPERMARKETS – FOOD SERVICES/FOOD	\$214.65
12722110	3743	SHRED-IT USA – FRESNO – SERVICES	\$277.21
12722111	1374	SMART & FINAL STORES (HFD DO) – MATERIALS/SUPPLIES	\$274.92
12722112	1801	SMART & FINAL STORES (HFD KIT) – MATERIALS/SUPPLIES	\$69.53
12722113	1404	STANISLAUS FOUNDATION – ADMIN – HEALTH/WELFARE	\$2,895.00
12722114	4541	STONEYS CONCRETE LLC – MATERIALS/SUPPLIES	\$1,500.38
12722115	7846	SWAINE LEARNING SYSTEMS – OTHER SERVICES	\$900.00
12722116	1575	WALMART COMMUNITY RFCSLLC – WAREHOUSE INVENTORY	\$12.76

**Total Amount of All Warrants:**

**\$257,473.76**

## Credit Card Register For Payments Dated 08/04/2023

Document Number	Vendor Number	Vendor Name	Amount
14036638	122	BAUDVILLE – MATERIALS/SUPPLIES	\$482.08
14036639	3089	COMMITTEE FOR CHILDREN – OTHER SERVICES	\$8,598.19
14036640	3567	E.L. ACHIEVE – OTHER SERVICES	\$5,000.00
14036641	710	HORIZON SOFTWARE INTERNATIONAL – FOOD SERVICES/FOOD	\$1,140.00
14036642	4276	LEARNING A-Z – OTHER SERVICES	\$1,216.00
14036643	982	MILLER'S RENTALAND INC. – REPAIRS/SERVICES	\$346.00
14036644	1071	ORIENTAL TRADING CO. INC. – MATERIALS/SUPPLIES	\$593.86
14036645	1313	SCHOLASTIC TEACHERS STORE – MATERIALS/SUPPLIES	\$782.08
14036646	5391	STARFALL EDUCATION – OTHER SERVICES	\$1,065.00
14036647	2233	TERMINIX PROCESSING CENTER – SERVICES	\$7,013.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$26,236.21</b>

## Warrant Register For Warrants Dated 08/11/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12722552	8194	ADVANCED PAINTING – Services/Repair	\$29,112.00
12722553	6431	AMAZON.COM – Warehouse Inv, Materials/Supplies	\$5,871.42
12722554	949	AMERICAN INCORPORATED – Equipment-WW/JFK HVAC Projects	\$553,885.42
12722555	73	APPLE INC. – Materials/Supplies	\$31,931.50
12722556	59	ARAMARK UNIFORM & CAREER – Food Services-Other Services	\$109.95
12722557	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Travel/Conference	\$189.00
12722558	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	\$1,625.67
12722559	4983	B & H PHOTO-VIDEO – Materials/Supplies	\$4,270.86
12722560	8228	HAILEY BELTON – Reimburse-Other Services	\$39.00
12722561	5912	BEYOND UPHOLSTERY – Services/Repair	\$536.00
12722562	8219	BLIND BATHERS – Services/Repair	\$240.00
12722563	6468	NICOLE CARTLEDGE - Reimburse-Materials/Supplies	\$109.36
12722564	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$773.24
12722565	6964	CENTRAL VALLEY PRINT SOLUTIONS INC. – Materials/Supplies	\$470.25
12722566	304	NICK CHAMPI ENTERPRISES INC. – Materials/Supplies	\$240.53
12722567	8229	AMY COLE – Reimburse-Other Services	\$39.00
12722568	7694	COLIMA RESTAURANT INC – Materials/Supplies	\$416.27
12722569	405	DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies	\$59.59
12722570	5079	EMERGENCY MEDICAL PRODUCTS – Warehouse Inventory	\$64.58
12722571	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$35.81
12722572	505	ESTRELLITA INC – Materials/Supplies	\$611.53
12722573	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Reissue Health/Welfare	\$11,195.14
12722574	6708	FIGARO'S MEXICAN GRILL – Materials/Supplies	\$195.56
12722575	535	FOUR STAR MARKETING INC. – Warehouse Inventory	\$310.53
12722576	8230	MIRIAM GARCIA – Reimburse-Other Services	\$39.00
12722577	1393	GAS COMPANY – Utilities	\$395.50
12722578	604	GRAINGER – Materials/Supplies	\$85.09
12722579	7673	STEPHEN L. HAHN INSPECTIONS – JFK/WW HVAC Projects	\$3,375.00
12722580	632	CITY OF HANFORD – Utilities	\$16,139.70
12722581	4532	HENRY SCHEIN INC – Warehouse Inventory	\$230.69
12722582	2188	THE HOME DEPOT PRO – Warehouse Inventory	\$2,735.71
12722583	808	KINGS WASTE & RECYCLING – Utilities	\$377.60
12722584	8231	MIGUEL LANDEROS – Reimburse-Other Services	\$25.00
12722585	912	MANGINI ASSOCIATES INC. – WW/JFK HVAC, WW Admin Projects	\$58,328.91
12722586	994	MOBILE MODULAR MGMT. CORP. – Services/Repair	\$51,240.00
12722587	7987	CINDY NAVARRO – Reissue Payroll	\$16.29
12722588	8232	ABIGAIL OLGUIN-SERNA – Reimburse-Other Services	\$25.00
12722589	1915	POSTMASTER US POSTAL SERVICE – Other Services	\$1,896.00
12722590	5356	JODY PRODOEHL – Reimburse-Materials/Supplies	\$199.63
12722591	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$153.75
12722592	1188	QUILL LLC – Warehouse Inventory	\$1,868.51
12722593	7746	DANA RAULINO – Reimburse-Other Services	\$85.00
12722594	8007	RICAS TAQUIZAS EL MAYO – Other Services	\$600.00
12722595	1253	ROBINSON'S INTERIORS INC. – Services/Repair	\$23,700.00
12722596	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$97.11
12722597	7582	SAVVAS LEARNING COMPANY LLC – Other Services	\$1,297.50
12722598	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$146.21
12722599	3800	SONITROL OF FRESNO – Services/Repair	\$476.25



## Warrant Register For Warrants Dated 08/11/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12722600	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$53,989.16
12722601	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$33,257.44
12722602	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$31,770.79
12722603	4381	STAPLES - BUSINESS ADVANTAGE – Materials/Supplies, Warehouse Inv	\$5,698.00
12722604	5586	SUPERIOR SOIL SUPPLEMENTS – Materials/Supplies	\$10,332.93
12722605	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$4,720.29
12722606	7605	ZOOM VIDEO COMMUNICATIONS INC – Other Services	\$6,700.00

**Total Amount of All Warrants:**

**\$952,334.27**

**Credit Card Register For Payments  
Dated 08/11/2023**

<b>Document Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
14036698	3599	4IMPRINT INC – Materials/Supplies	\$1,379.12
14036699	2297	FRESNO ROOFING CO. INC. – Lincoln Roof Project	\$399,992.00
14036700	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$36,755.58
14036701	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$5,493.79
14036702	1417	STENHOUSE PUBLISHERS – Books	\$4,478.76
14036703	1466	TERMINIX INTERNATIONAL – Food Services-Other Services	\$40.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$448,139.25</b>

Hanford Elementary School District  
*Minutes of the Regular Board Meeting*  
*August 9, 2023*

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 9, 2023, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Lindsey Calvillo, David Endo, Cristy Goins, David Goldsmith, Lucy Gomez, Lindsay Hastings, Robert Heugly, Rick Johnston, Jaime Martinez, Jennifer Pitkin, William Potter, Cynthia Pursell, Jill Rubalcava and Jay Strickland.

**PRESENTATION, REPORTS AND COMMUNICATIONS**

**Public Comments** None

**Board and Staff Comments** President Revious welcomed everyone back.

**Requests to Address the Board** None

**Dates to Remember** President Revious reviewed dates to remember: District Wide Professional Development Day – August 10<sup>th</sup>; First Day of School – August 15<sup>th</sup>; JFK & WW Back-to-School Night – August 17<sup>th</sup>; Regular Board Meeting – August 23<sup>rd</sup>; Jefferson Back-to-School Night – August 24<sup>th</sup>.

**CONSENT ITEMS**

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

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

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

Garcia – Yes  
 Garner – Yes

Hernandez – Yes  
Revious – Yes  
Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated June 23, 2023; June 30, 2023; July 5, 2023; July 7, 2023; July 14, 2023; July 19, 2023; July 21, 2023; July 26, 2023 and July 28, 2023.
- b) Approve minutes of Regular Board Meeting held on June 28, 2023.
- c) Interdistrict transfers as recommended.

### **INFORMATION ITEMS**

#### **Williams Uniform Complaint**

- a) Joy Gabler, Superintendent, presented for information the fourth quarterly Williams Uniform Complaint for 04/01/23 – 06/30/23. We have a clean report.

#### **BP/AR 5123**

- b) Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the revised Board Policy and Administrative Regulation:
  - 5123 – Promotion/Acceleration/Retention

### **BOARD POLICIES AND ADMINISTRATION**

**Resolution #02-24** a) Trustee Strickland made a motion to adopt Resolution #02-24: Regarding Absent Board Member Compensation – R. Garcia. Trustee Hernandez seconded; motion carried 5-0:

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

**Mobile Modular** b) Trustee Garcia made a motion to approve renewal of contract with Mobile Modular for rental of portable classrooms for the 2023-2024 school year. Trustee Garner seconded; motion carried 5-0:

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

#### **KCAO**

- c) Trustee Garcia made a motion to approve contract with Kings Community Action Organization (KCAO) for lease of one classroom at Lee Richmond Elementary School. Trustee Hernandez seconded; motion carried 4-0:

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

Strickland – Yes

**AR 3260**

- d) Trustee Strickland made a motion to approve the revised Administrative Regulation 3260 – Fees and Charges. Trustee Hernandez seconded; motion carried 5-0:

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

**BP/AR 3460**

- e) Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation 3460 – Financial Reports and Accountability. Trustee Hernandez seconded; motion carried 5-0:

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

**BP/E 3555**

- f) Trustee Garcia made a motion to approve the revised Board Policy and Exhibit 3555 – Nutrition Program Compliance. Trustee Garner seconded; motion carried 5-0:

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

**PERSONNEL**

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

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

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

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

**Item "a" –  
Employment**

The following items were approved:

Certificated

- Christina Gonzales, School Psychologist, Special Services, Probationary, effective 8/8/23
- Antonio Martin, School Psychologist, Special Services, Probationary effective 8/8/23
- Carlos Perez-Reyna, Teacher, Probationary – Intern, effective 8/10/23

Classified

- Queila Alarcon, Yard Supervisor – 3.25 hrs., Wilson, effective 8/15/23
- Ariana Antonio, Educational Tutor, K-8 – 4.5 hrs., Roosevelt, effective 8/15/23
- Jake Bettencourt, Lead Mechanic – 8.0 hrs., DSF-Transportation, effective 8/3/23
- Teresa Cordova, Special Education Aide – 5.0 hrs., Lincoln, effective 8/15/23
- Claudia Figueroa, Yard Supervisor – 3.5 hrs., Kennedy, effective 8/15/23
- Mariah Henegar, Yard Supervisor – 3.25 hrs., Simas, effective 8/15/23
- Kassandra Jimenez, READY Program Tutor – 4.5 hrs., Simas, effective 8/10/23
- Judith Nunez-Lara, Bilingual Clerk Typist II – 8.0 hrs., Monroe, effective 8/1/23
- Reynaldo Perez, Bilingual Student Specialist – 8.0 hrs., Roosevelt, effective 8/1/23
- Erika Saenz, Yard Supervisor – 2.5 hrs., Hamilton, effective 8/15/23
- Alicia Sanchez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/10/23

Classified Temps/Subs

- DeMario Cuevas, Substitute Custodian I, effective 7/21/23
- LeAnna Mattos, Substitute Yard Supervisor, effective 8/15/23
- Bianca Rodriguez, Substitute Yard Supervisor, effective 8/15/23
- Kierra Silveira, Substitute Yard Supervisor, effective 8/15/23

Temporary Out of Class Assignment

- Jacob Carrasco, from Custodian II – 8.0 hrs., Monroe to Lead Custodian – 8.0 hrs., Washington, effective 9/19/22-6/2/23 (various dates)

**Item "b" –  
Transfers**

Certificated Management

- Nathan Nagatani, from Learning Director, Washington to Learning Director, Wilson, effective 8/1/23
- Richard Johnston, from Principal, Kennedy to District Athletic Director/CDS Principal, CDS, effective 8/1/23

Classified

- Linda Thomas, from Special Circumstances Aide – 5.75 hrs., Lincoln to Special Circumstances Aide – 5.75 hrs., Simas, effective 8/15/23

**Item "c" –  
Certificated  
Transfers/  
Reassignments/  
Reinstatements**

Certificated Voluntary

- Kathryn Coz, from 1st Grade Teacher, Roosevelt to Roving Art Teacher, effective 8/10/23
- Julee Pires, from 5th Grade Teacher, Hamilton to 5th Grade Teacher, Simas, effective 8/10/23

Certificated Involuntary

- Karen Belt, from 6th Grade Teacher, Monroe to 2nd Grade Teacher, Monroe, effective 8/10/23
- Bethany Hanke, from 3rd Grade Teacher, Simas to Kindergarten Teacher, Monroe, effective 8/10/23

Reinstatement

- Gabriel de Leon, from 2nd Grade Teacher, Hamilton to 1st Grade Teacher, Hamilton, effective 8/10/23
- Jenifer Laird, from Independent Study Teacher, Richmond to 3rd Grade Teacher, Richmond, effective 8/10/23

Return from Leave of Absence

- Bailey Jeffus, Teacher, King, effective 8/10/23
- Morgan Lambert, Teacher, Washington, effective 8/10/23
- Maria Lawson, Teacher, Jefferson, effective 8/10/23
- Gracie Magallon, Teacher, Kennedy, effective 8/10/23

Administrative Transfer

- Frederick Williams, from 3rd Grade Teacher, Lincoln to K-6 Physical Education Teacher, effective 8/10/23

***Item "d" – Promotions***

Certificated Management

- Cristy Goins, from Learning Director – 8.0 hrs., Kennedy, to Principal – 8.0 hrs., Kennedy, effective 8/1/23
- Laura McCarty, from Teacher – 8.0 hrs, Richmond, to Learning Director – 8.0 hrs., Washington, effective 8/1/23
- Samantha Wolfe, from Teacher, Lincoln, to Learning Director -8.0 hrs., Lincoln, effective 8/1/23

Classified

- Baylee Chrisman, from READY Program Tutor – 4.5 hrs., Washington to Educational Tutor (K-8) 4.5 hrs., Simas, effective 8/15/23
- Melissa Escobar, from READY Program Tutor – 4.5 hrs., Roosevelt to Educational Tutor (K-8) – 4.5 hrs., Kennedy, effective 8/15/23
- Lilly Goins, from READY Program Tutor – 4.5 hrs., Richmond to Educational Tutor (K-8) – 4.5 hrs., Wilson, effective 8/15/23

***Item "e" – Resignations***

- Jason Brasil, District Athletic Director/CDS Principal, CDS, effective 6/9/23
- Sonja Bursiaga, READY Program Tutor, Roosevelt, effective 6/2/23
- Esteban Lona Frias, Special Education Aide, Roosevelt, effective 6/2/23
- Juan Padilla, Learning Director, Lincoln, effective 6/9/23
- Carlos Perez-Reyna, READY Program Tutor, effective 7/31/23
- Jonathan Rubalcaba, Supervisor – Food Services, effective 6/9/23
- Alicia Sanchez, Yard Supervisor, Richmond, effective 6/2/23

Retirement

- Shelby Poole, Lead Mechanic – 8.0 hrs., Transportation, effective 7/10/23 – REVISED

***Item "f" – Ratify Contract***

Ratify Assistant Superintendents/CBO Employment Contracts for 2023-2024

- David Endo, Chief Business Official, Fiscal Services
- Jaime Martinez, Assistant Superintendent, Human Resources
- Jill Rubalcava, Assistant Superintendent, Curriculum, Instruction and Professional Development
- Jason Strickland, Assistant Superintendent, Special Services

***Item "g" – UMASS***

Consider approval of an Agreement between University of Massachusetts (UMASS) Global (formerly Brandman University) and Hanford Elementary School District

- Authorize to enter into a Memorandum of Understanding between Hanford Elementary School District and UMASS Global for the placement of student teachers and interns for 2023-24 school year.

**FINANCIAL**

**2023-24 HESD Budget** a) Trustee Garcia made a motion to adopt Resolution #01-24: Budget Revisions – 45 Day Update. Trustee Garner seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Adjournment** There being no further business, President Revious adjourned the meeting at 5:41 p.m.

Respectfully submitted,

Joy C. Gabler,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Timothy Revious, President

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



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 08/14/2023

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 08/23/2023

**ITEM:**

Receive for information monthly financial reports for the period of 07/01/2023-07/31/2023.

**PURPOSE:**

Attached are financial summaries for all of the District's funds for the period of 07/01/2023-07/31/2023.

**FISCAL IMPACT:**

The financial reports are informational only.

**RECOMMENDATIONS:**

Receive the monthly financial reports.

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 0100 General Fund

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$48,328,034.90		
<b>REVENUES</b>						
1) LCFF Sources	8010-8099	\$2,983,995.00	\$2,983,995.00	\$77,177,530.00	3.87	96.13
2) Federal Revenues	8100-8299	(\$376,705.00)	(\$376,705.00)	\$14,655,855.97	(2.57)	102.57
3) Other State Revenues	8300-8599	\$519,308.00	\$519,308.00	\$4,952,150.74	10.49	89.51
4) Other Local Revenues	8600-8799	\$122,005.00	\$122,005.00	\$3,612,107.00	3.38	96.62
<b>5) Total, Revenues</b>		<b>\$3,248,603.00</b>	<b>\$3,248,603.00</b>	<b>\$100,397,643.71</b>	<b>3.24</b>	<b>96.76</b>
<b>EXPENDITURES</b>						
1) Certificated Salaries	1000-1999	\$379,360.93	\$379,360.93	\$37,146,623.00	1.02	98.98
2) Classified Salaries	2000-2999	\$870,440.90	\$870,440.90	\$15,581,698.29	5.59	94.41
3) Employee Benefits	3000-3999	\$465,550.85	\$465,550.85	\$25,177,661.42	1.85	98.15
4) Books and Supplies	4000-4999	\$302,760.77	\$302,760.77	\$8,707,564.91	3.48	96.52
5) Services, Oth Oper Exp	5000-5999	\$917,480.32	\$917,480.32	\$6,652,480.32	13.79	86.21
6) Capital Outlay	6000-6999	\$98,670.34	\$98,670.34	\$6,937,919.87	1.42	98.58
7) Other Outgo(excl. 7300`s)	7100-7499	\$40,031.00	\$40,031.00	\$2,686,288.28	1.49	98.51
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$65,000.00)	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$3,074,295.11</b>	<b>\$3,074,295.11</b>	<b>\$102,825,236.09</b>	<b>2.99</b>	<b>97.01</b>
<b>OTHER FINANCING SOURCES/USES</b>						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$273,524.00	0.00	100.00
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$0.00	\$1,431,679.60	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
<b>4) Total, Other Financing Sources/Uses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,158,155.60</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$174,307.89</b>	<b>\$174,307.89</b>	<b>(\$1,269,436.78)</b>		
<b>ENDING FUND BALANCE</b>			<b>\$174,307.89</b>	<b>\$47,058,598.12</b>		

13 Hanford Elementary School District  
Fiscal Year: 2024  
Requested by dendo

### Fiscal Position Report

July 2023

Fund: 0800 Student Activity Special Revenue Fund

	July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>					
Net Beginning Balance	9791-9795	\$0.00	\$32,993.24		
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>					
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
<b>ENDING FUND BALANCE</b>					
		<u>\$0.00</u>	<u>\$32,993.24</u>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 1300 Cafeteria Fund

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$3,233,853.98		
<b>REVENUES</b>						
2) Federal Revenues	8100-8299	\$0.00	\$0.00	\$3,404,452.00	0.00	100.00
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$1,303,883.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$3,955.52	\$3,955.52	\$89,480.00	4.42	95.58
<b>5) Total, Revenues</b>		<b>\$3,955.52</b>	<b>\$3,955.52</b>	<b>\$4,797,815.00</b>	<b>0.08</b>	<b>99.92</b>
<b>EXPENDITURES</b>						
2) Classified Salaries	2000-2999	\$51,846.75	\$51,846.75	\$1,408,199.00	3.68	96.32
3) Employee Benefits	3000-3999	\$20,234.17	\$20,234.17	\$639,557.00	3.16	96.84
4) Books and Supplies	4000-4999	\$289.52	\$289.52	\$2,266,990.00	0.01	99.99
5) Services, Oth Oper Exp	5000-5999	\$9.76	\$9.76	(\$44,134.79)	(0.02)	100.02
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$65,000.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$72,380.20</b>	<b>\$72,380.20</b>	<b>\$4,335,611.21</b>	<b>1.67</b>	<b>98.33</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<u><b>(\$68,424.68)</b></u>	<u><b>(\$68,424.68)</b></u>	<u><b>\$462,203.79</b></u>		
<b>ENDING FUND BALANCE</b>			<u><b>(\$68,424.68)</b></u>	<u><b>\$3,696,057.77</b></u>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 1400 Deferred Maintenance Fund

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$700,518.98		
<b>REVENUES</b>						
1) LCFF Sources	8010-8099	\$0.00	\$0.00	\$300,000.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$4,000.00	0.00	100.00
<b>5) Total, Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$304,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>EXPENDITURES</b>						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$300,000.00	0.00	100.00
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$499,990.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$799,990.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$495,990.00)</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$204,528.98</b>		

13 Hanford Elementary School District  
Fiscal Year: 2024  
Requested by dendo

### Fiscal Position Report

July 2023

Fund: 1500 Pupil Transportation Equip

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$369,858.27		
<b>REVENUES</b>						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$6,000.00	0.00	100.00
<b>5) Total, Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>OTHER FINANCING SOURCES/USES</b>						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$100,000.00	0.00	100.00
<b>4) Total, Other Financing Sources/Uses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,000.00</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$475,858.27</b>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

**Fiscal Position Report**  
 July 2023

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$13,649,976.58		
<b>REVENUES</b>						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$200,000.00	0.00	100.00
<b>5) Total, Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>OTHER FINANCING SOURCES/USES</b>						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$173,524.00	0.00	100.00
<b>4) Total, Other Financing Sources/Uses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173,524.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$373,524.00</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$14,023,500.58</b>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 2120 Building Funds - Local 2

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$0.00		
<b>EXPENDITURES</b>						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$0.00</b>		



13 Hanford Elementary School District  
Fiscal Year: 2024  
Requested by dendo

### Fiscal Position Report

July 2023

8/16/2023 12:08:30PM

Fund: 2500 CapitalFacilities Fund

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$1,648,951.36		
<b>REVENUES</b>						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$215,000.00	0.00	100.00
<b>5) Total, Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$215,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>EXPENDITURES</b>						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$95,000.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$1,768,951.36</b>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 3500 SCHOOL FACILITY PROGRAM

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$43,306.46		
<b>EXPENDITURES</b>						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>OTHER FINANCING SOURCES/USES</b>						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
<b>4) Total, Other Financing Sources/Uses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$43,306.46</b>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

### Fiscal Position Report

July 2023

Fund: 4000 Special Reserve - Capital Outlay

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$4,885,145.09		
<b>REVENUES</b>						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$45,000.00	0.00	100.00
<b>5) Total, Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>EXPENDITURES</b>						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$3,000,000.00	0.00	100.00
<b>9) Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>OTHER FINANCING SOURCES/USES</b>						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$0.00	0.00	100.00
<b>4) Total, Other Financing Sources/Uses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,955,000.00)</b>		
<b>ENDING FUND BALANCE</b>			<b>\$0.00</b>	<b>\$1,930,145.09</b>		

13 Hanford Elementary School District  
 Fiscal Year: 2024  
 Requested by dendo

**Fiscal Position Report**

July 2023

Fund: 6720 Self-Insurance/Other

		July Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<b>BEGINNING BALANCE</b>						
Net Beginning Balance	9791-9795		\$0.00	\$696,773.58		
<b>REVENUES</b>						
4) Other Local Revenues	8600-8799	\$20,257.25	\$20,257.25	\$833,000.00	2.43	97.57
<b>5) Total, Revenues</b>		<b>\$20,257.25</b>	<b>\$20,257.25</b>	<b>\$833,000.00</b>	<b>2.43</b>	<b>97.57</b>
<b>EXPENDITURES</b>						
5) Services, Oth Oper Exp	5000-5999	\$62,582.20	\$62,582.20	\$820,000.00	7.63	92.37
<b>9) Total Expenditures</b>		<b>\$62,582.20</b>	<b>\$62,582.20</b>	<b>\$820,000.00</b>	<b>7.63</b>	<b>92.37</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>(\$42,324.95)</b>	<b>(\$42,324.95)</b>	<b>\$13,000.00</b>		
<b>ENDING FUND BALANCE</b>			<b>(\$42,324.95)</b>	<b>\$709,773.58</b>		

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 08/11/23

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 08/23/23

**ITEM:** Receive for information the new Board Bylaw & Exhibit

- 9270 Conflict of Interest

**PURPOSE:** Bylaw updated to reflect NEW LAW (SB 1439, 2022) which makes applicable to elected district officers the prohibition against accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, and from participating in making, or in any way attempting to use the official position to influence the Board's decision when a district officer received a contribution of more than \$250 from a party or participant in the preceding 12 months, as specified. Bylaw also updated to clarify, for a Board member who manages public investments, that when an item on the consent calendar is one in which the Board member has a financial interest, the Board member is required to either make a motion to remove the item from the consent calendar or abstain from voting on the consent calendar.

**FISCAL IMPACT:** None**RECOMMENDATIONS:** Consider for adoption at the next regular Board Meeting.

**Bylaw 9270: Conflict Of Interest**

**Status: DRAFT**

**Original Adopted Date:** 05/13/1998 | **Last Revised Date:** Pending | **Last Reviewed Date:** 09/13/2017

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by the Board member's, district employee's, or other designated persons financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect the Board member's relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which the Board member's relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district

employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

### **Conflict of Interest under the Political Reform Act**

A district official, including a Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use an official position to influence a governmental decision in which the district official knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the district official, the district official's immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A district official makes a governmental decision when, within the authority of the office or position, the district official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before another district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a district official shall participate in the making of a contract in which the district official has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### **Conflict of Interest from Campaign Contributions**

To avoid improper influence over the Board's decision-making involving the issuance of a license, permit, or other entitlements for use, including a contract, district officers, which includes Board members or agency heads, shall comply with Government Code 84308, including the following: (Government Code 84308)

1. A district officer is prohibited from accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, if the Board member knows or has reason to know that the party or participant has a financial interest in the Board's decision.
2. Any district officer who received a contribution of more than \$250 from a party or participant in the preceding 12 months shall disclose that fact on the record of the proceeding prior to the Board rendering a decision in the proceeding. If the district officer willfully or knowingly received the contribution and knows or has reason to know that the participant has a financial interest in the Board's decision, the district officer shall not make, participate in making, or in any way attempt to use the official position to influence the Board's decision.
3. A district officer who receives a contribution that would otherwise require disqualification as described in Item #2 above may participate in the proceeding if the contribution is returned within 30 days from the time the district officer knows or should have known about the contribution and the proceeding.
4. A district officer who unknowingly accepts, solicits, or directs a contribution of more than \$250 during the 12 months after the date of the Board's final decision on the proceeding

may cure the violation by returning the contribution, or the portion exceeding \$250, within 14 days of accepting, soliciting, or directing the contribution, provided the district officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The district officer shall maintain records of curing the violation.

The provisions in Government Code 84308 as specified above do not apply to labor contracts, competitively bid contracts, and personal employment contracts. (Government Code 84308)

### **Additional Requirements for Boards that Manage Public Investments**

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Not discuss or vote on the matter, or otherwise act in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. The Board member may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member shall either make a motion to remove the item from the consent calendar or the Board member shall abstain from voting on the consent calendar. In any event, the Board member shall refrain from discussing or voting on the item. However, the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose the interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that the recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision

### **Conflict of Interest under Government Code 1090 - Financial Interest in a Contract**

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which there is



only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which the interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for actual and necessary expenses incurred in the performance of official duties, in the employment of a spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### **Common Law Doctrine Against Conflict of Interest**

A Board member shall abstain from any official action in which the Board member's private or personal interest may conflict with official duties.

### **Incompatible Offices and Activities**

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

### **Gifts**

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in Items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

## Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

### Policy Reference Disclaimer:

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

<b>State</b>	<b>Description</b>
2 CCR 18110-18997	<a href="#">Regulations of the Fair Political Practices Commission</a>
2 CCR 18438.1-18438.8	Campaign contribution-based conflicts of interest
2 CCR 18700-18760	<a href="#">Conflicts of Interest</a>
2 CCR 18722-18740	<a href="#">Disclosure of interests</a>
2 CCR 18753-18756	<a href="#">Conflict of interest codes</a>
Ed. Code 1006	<a href="#">Prohibition against school district employees serving on county board of education</a>
Ed. Code 35107	<a href="#">School district employees</a>
Ed. Code 35230-35240	<a href="#">Corrupt practices</a>
Ed. Code 35233	<a href="#">Prohibitions applicable to members of governing boards</a>
Ed. Code 41000-41003	<a href="#">Moneys received by school districts</a>
Ed. Code 41015	<a href="#">Investments</a>
Fam. Code 297.5	<a href="#">Rights, protections, and benefits of registered domestic partners</a>
Gov. Code 1090-1099	<a href="#">Prohibitions applicable to specified officers</a>
Gov. Code 1125-1129	<a href="#">Incompatible activities</a>
Gov. Code 53234-53235.2	<a href="#">Ethics training</a>

Gov. Code 81000-91014	<a href="#">Political Reform Act of 1974</a>
Gov. Code 82011	<a href="#">Code reviewing body</a>
Gov. Code 82019	<a href="#">Definition; designated employee</a>
Gov. Code 82028	<a href="#">Definition; gift</a>
Gov. Code 82030	<a href="#">Definition; income</a>
Gov. Code 82033	<a href="#">Definition; interest in real property</a>
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Gov. Code 84308	<a href="#">Campaign disclosure</a>
Gov. Code 87100-87103.6	<a href="#">General prohibitions</a>
Gov. Code 87200-87210	<a href="#">Disclosure</a>
Gov. Code 87300-87313	<a href="#">Conflict of interest code</a>
Gov. Code 87500	<a href="#">Statement of economic interests</a>
Gov. Code 89501-89503	<a href="#">Honoraria and gifts</a>
Gov. Code 89506	<a href="#">Ethics; travel</a>
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Public Contract Code 6102	Awarding of contracts
Rev. & Tax Code 203	<a href="#">Taxable and exempt property - colleges</a>
<b>Management Resources</b>	<b>Description</b>
Attorney General Opinion	105 Ops.Cal.Atty.Gen.69 (2022)
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Attorney General Opinion	69 Ops.Cal.Atty.Gen. 255 (1986)
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Attorney General Opinion	81 Ops.Cal.Atty.Gen. 327 (1998)
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 83 (1999)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 60 (2002)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 138(2003)
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4117.2	<a href="#">Resignation</a>
4136	<a href="#">Nonschool Employment</a>
4212.8	<a href="#">Employment Of Relatives</a>

4217.2	<a href="#"><u>Resignation</u></a>
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4336	<a href="#"><u>Nonschool Employment</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
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9230	<a href="#"><u>Orientation</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9321	<a href="#"><u>Closed Session</u></a>
9323	<a href="#"><u>Meeting Conduct</u></a>

**Exhibit 9270-E(1): Conflict Of Interest**

**Status: DRAFT**

**Original Adopted Date:** Pending | **Last Reviewed Date:** 09/14/2022

**RESOLUTION ADOPTING A  
CONFLICT OF INTEREST CODE**

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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote:

AYES:\_\_\_\_\_ NOES:\_\_\_\_\_ ABSENT:\_\_\_\_\_

Attest:

\_\_\_\_\_  
President

I, \_\_\_\_\_, 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 \_\_\_\_\_.

\_\_\_\_\_  
Clerk

**Conflict of Interest Code of the**  
\_\_\_\_\_ **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

### Disclosure Categories

1. Category 1: 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 are engaged in the acquisition or disposal of real property within the district, 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, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in or income from sources which 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. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
- 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, business positions, and sources of income, including gifts, loans, and travel payments.

### Designated Positions

Designated Position	Disclosure Category
Governing Board Members	1
Superintendent	1
Chief Business Official	1
Assistant Superintendent	1
Chief Technology Officer	2
Director	2
Fiscal Services Specialist	2
Learning Director	2
Principal	2
Program Manager	2
Program Specialist	2
School Operations Officer	2
Supervisor	2
Vice Principal	2

### Disclosures for Consultants

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.



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

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)

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### **Management Resources**

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9323	<a href="#"><u>Meeting Conduct</u></a>

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly  
DATE: August 11, 2023

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM:** Receive for Information BP 1312.3

**PURPOSE:**

To update the Board Policy 1312.3 to match the California Department of Education sample UCP policy 1312.3

**Board Policy 1312.3 Uniform Complaint Procedures**

Local educational agencies (LEAs), such as school districts, direct-funded charter schools, and county offices of education, that receive state and/or federal funding for certain categorical programs may be chosen for a Uniform Complaint Procedures (UCP) evaluation during a Federal Programs Monitoring (FPM) review by the California Department of Education (CDE).

LEAs are responsible for creating and maintaining documents for their own board-approved UCP process that follows specifications as required by law, particularly the California Code of Regulations, Title 5 (5 CCR) sections 4600-4694, revised and published July 1, 2020. The purpose of the UCP review is to ensure that LEAs are meeting the minimum requirements of these UCP process specifications.

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

**RECOMMENDATION:** Receive BP 1312.3 for Information.

~~Policy 1312.3: Uniform Complaint Procedures~~

Status: ~~ADOPTED~~

~~Original Adopted Date: 03/16/1998 | Last Revised Date: 02/09/2022 | Last Reviewed Date: 02/09/2022~~

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Uniform Complaint Procedures (UCP)  
Policies and Procedures 2023–24

Hanford Elementary School District  
714 N. White St Hanford CA  
93230  
<https://www.hanfordesd.org>  
/

~~Adopted by our Governing Board or authorized designee (here and after "the board") on August 23, 2023~~

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Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a

Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by ~~the~~ Hanford

~~Elementary School District~~ of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. ~~Complaints~~Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.

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A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

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If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Hanford Elementary School District developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the ~~board~~.  
governing board or the authorized designee.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs

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• Course Periods without Educational Content

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- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

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- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families ~~and~~, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

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- Every Student Succeeds Act

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- Local control and accountability plans (LCAP)

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- Migrant Education

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- Physical Education Instructional Minutes

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- Pupil Fees

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- Reasonable Accommodations to a Lactating Pupil

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- Regional Occupational Centers and Programs

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- School Plans for Student Achievement

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~~• School Safety Plans~~

- Schoolsite Councils

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~~• State Preschool~~

- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

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And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) ~~of the California Department of Education (CDE)~~ or designee deems appropriate.

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The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the our UCP complaint procedures set forth in this document:

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1-(a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

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2-(b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.

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3-(c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

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## The Responsibilities of ~~The~~ Hanford Elementary School District

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with the our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

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### The UCP Annual Notice

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We disseminate on an annual basis the UCP Annual Notice which is a written notice of the our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

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This notice may be made available on our website and shall include the following:

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- information regarding allegations about discrimination, harassment, intimidation, or bullying;

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- the list of all federal and state programs within the scope of the UCP;

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- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;

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- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;

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• a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

**Filing UCP Complaints**

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All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

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Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

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Superintendent  
PO Box 1067  
Hanford, CA 93230  
559-585-3600

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A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

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For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

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We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

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## Investigating UCP Complaints

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

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Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

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Refusal by ~~The~~ Hanford Elementary School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

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We ensure that complainants are protected from retaliation.

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We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

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## UCP Complaint Resolution

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

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This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;

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- corrective actions if we find merit in a complaint:

☞ \_\_\_\_\_ for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,

☞ \_\_\_\_\_ for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,

☞ \_\_\_\_\_ With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;

- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and

- the procedures to be followed for initiating an appeal to the CDE.

### **UCP Complaint Appeal Process**

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- ☞ The Hanford Elementary School District -failed to follow its complaint procedures, and/or

• the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or

• the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or

• the legal conclusion in the Investigation Report is inconsistent with the law, and/or

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<a href="#">6173.2</a>	<a href="#">Education Of Children Of Military Families</a>
<a href="#">6173.3</a>	<a href="#">Education For Juvenile Court School Students</a>
<a href="#">6175</a>	<a href="#">Migrant Education Program</a>
<a href="#">6175</a>	<a href="#">Migrant Education Program</a>
<a href="#">9000</a>	<a href="#">Role Of The Board</a>
<a href="#">9011</a>	<a href="#">Disclosure Of Confidential/Privileged Information</a>
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<a href="#">9124</a>	<a href="#">Attorney</a>
<a href="#">9200</a>	<a href="#">Limits Of Board Member Authority</a>
<a href="#">9321</a>	<a href="#">Closed Session</a>
<a href="#">9322</a>	<a href="#">Agenda/Meeting Materials</a>

### **Legal References**

[20 United States Code \(20 U.S.C.\) Section 6301 et seq.](#)

[34 Code of Federal Regulations \(34 CFR\) Sections 106.8, 34 CFR 299.10–13](#)

[California Education Code \(EC\) Sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 260, 3031, 8200–8498, 8235.5, 8235–8239.1, 8261, 8482–8484.65, 8500–8538, 17002\(d\), 17592.72, 33126\(b\)\(5\)\(A\), 33126\(b\)\(5\)\(B\), 33315, 35161, 35186, 46015, 48645.7, 48853, 48853.5, 48987, 49010–49013, 49069.5, 49531, 49556, 51210, 51222, 51223, 51225.1-3, 51228.1–51228.3, 52059, 52075, 52300-52462, 52334.7, 52355, 52451, 52460–52462, 52500-52617, 54440–54445, 54445, 56100\(a\), 56100\(j\), 60010, 64001, 65000.](#)

[California Government Code \(GC\) Sections 11135, 11136](#)

[California Penal Code \(PC\) Section 422.55](#)

[California Code of Regulations Title 5 \(5 CCR\) Sections 4600–4640, 4690–4694](#)

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California Department of Education

## **Uniform Complaint Procedures (UCP) Policies and Procedures 2023–24**

Hanford Elementary School District  
714 N. White St  
Hanford CA 93230  
<https://www.hanfordesd.org/>

Adopted by our Governing Board or authorized designee (here and after “the board”) on August 23, 2023

### **Uniform Complaint Procedures (UCP)**

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Hanford Elementary School District of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student’s duly authorized representative.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Hanford Elementary School District developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education



- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under *Education Code (EC)* sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the our UCP complaint procedures set forth in this document:

(a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

(b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.

(c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

### **The Responsibilities of Hanford Elementary School District**

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with the our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

### **The UCP Annual Notice**

We disseminate on an annual basis the UCP Annual Notice which is a written notice of the our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the *Health and Safety Code (HSC)* a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations (5 CCR)* apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Filing UCP Complaints**

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Superintendent  
PO Box 1067  
Hanford, CA 93230  
559-585-3600

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

### **Investigating UCP Complaints**

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Hanford Elementary School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged

discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

### **UCP Complaint Resolution**

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:
  - for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
  - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
  - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

### **UCP Complaint Appeal Process**

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- The Hanford Elementary School District failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or

- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

Policy Reference Disclaimer:

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

<b>State</b>	<b>Description</b>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 32280-32289.5	<a href="#">School safety plans</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 46015	<a href="#">Parental leave for students</a>
Ed. Code 48645.7	<a href="#">Juvenile court schools</a>
Ed. Code 48853-48853.5	<a href="#">Foster youth</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49010-49013	<a href="#">Student fees</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49069.5	<a href="#">Records of foster youth</a>
Ed. Code 49490-49590	<a href="#">Child nutrition programs</a>
Ed. Code 49701	<a href="#">Provisions of the Interstate Compact on Educational Opportunities for Military Children</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51222	<a href="#">Physical education</a>

Ed. Code 51223	<a href="#">Physical education; elementary schools</a>
Ed. Code 51225.1-51225.2	<a href="#">Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</a>
Ed. Code 51226-51226.1	<a href="#">Career technical education</a>
Ed. Code 51228.1-51228.3	<a href="#">Course periods without educational content</a>
Ed. Code 52059.5	<a href="#">Statewide system of support</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 52075	<a href="#">Complaint for lack of compliance with local control and accountability plan requirements</a>
Ed. Code 52300-52462	<a href="#">Career technical education</a>
Ed. Code 52500-52617	<a href="#">Adult schools</a>
Ed. Code 54400-54425	<a href="#">Compensatory education programs</a>
Ed. Code 54440-54445	<a href="#">Migrant education</a>
Ed. Code 54460-54529	<a href="#">Compensatory education programs</a>
Ed. Code 59000-59300	<a href="#">Special schools and centers</a>
Ed. Code 64000-64001	<a href="#">Consolidated application process; school plan for student achievement</a>
Ed. Code 65000-65001	<a href="#">School site councils</a>
Ed. Code 8200-8488	<a href="#">Child care and development programs</a>
Ed. Code 8500-8538	<a href="#">Adult basic education</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
H&S Code 1596.792	<a href="#">California Child Day Care Act; general provisions and definitions</a>
H&S Code 1596.7925	<a href="#">California Child Day Care Act; health and safety regulations</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>

### **Federal**

	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students

28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

### **Management Resources**

California Department of Education  
Publication

California Department of Education  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOJ Publication

### **Description**

Uniform Complaint Procedure 2021-22 Program  
Instrument

Sample UCP Board Policies and Procedures

Part 1: Questions and Answers Regarding the  
Department's Title IX Regulations, January 2021

Questions and Answers on the Title IX Regulations on  
Sexual Harassment, July 2021

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

Guidance to Federal Financial Assistance Recipients  
Regarding Title VI Prohibition Against National Origin  
Discrimination Affecting Limited English Proficient  
Persons, 2007

Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Student Privacy Policy Office</a>
Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California Department of Social Services</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Civil Rights Department</a>

## Cross References

Code	Description
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0420	<a href="#">School Plans/Site Councils</a>
0420	<a href="#">School Plans/Site Councils</a>
0420.41	<a href="#">Charter School Oversight</a>
0420.41-E PDF(1)	<a href="#">Charter School Oversight</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0470	<a href="#">COVID-19 Mitigation Plan</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1220	<a href="#">Citizen Advisory Committees</a>
1220	<a href="#">Citizen Advisory Committees</a>
1250	<a href="#">Visitors/Outsiders</a>
1250	<a href="#">Visitors/Outsiders</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>



3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3555	<a href="#">Nutrition Program Compliance</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.23	<a href="#">Special Education Staff</a>
4112.23	<a href="#">Special Education Staff</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.1	<a href="#">Civil And Legal Rights</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4219.1	<a href="#">Civil And Legal Rights</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.1	<a href="#">Civil And Legal Rights</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4331	<a href="#">Staff Development</a>
4344	<a href="#">Complaints</a>

4344	<a href="#">Complaints</a>
5116.1	<a href="#">Intradistrict Open Enrollment</a>
5116.1	<a href="#">Intradistrict Open Enrollment</a>
5117	<a href="#">Interdistrict Attendance</a>
5117	<a href="#">Interdistrict Attendance</a>
5125	<a href="#">Student Records</a>
5125	<a href="#">Student Records</a>
5131.62	<a href="#">Tobacco</a>
5137	<a href="#">Positive School Climate</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5144	<a href="#">Discipline</a>
5144	<a href="#">Discipline</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5148	<a href="#">Child Care And Development</a>
5148	<a href="#">Child Care And Development</a>
5148.2	<a href="#">Before/After School Programs</a>
5148.2	<a href="#">Before/After School Programs</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.7	<a href="#">Physical Education And Activity</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145.2	<a href="#">Athletic Competition</a>
6145.2	<a href="#">Athletic Competition</a>
6152	<a href="#">Class Assignment</a>
6159	<a href="#">Individualized Education Program</a>

6159	<a href="#">Individualized Education Program</a>
6159.1	<a href="#">Procedural Safeguards And Complaints For Special Education</a>
6159.1	<a href="#">Procedural Safeguards And Complaints For Special Education</a>
6159.2	<a href="#">Nonpublic, Nonsectarian School And Agency Services For Special Education</a>
6159.2	<a href="#">Nonpublic, Nonsectarian School And Agency Services For Special Education</a>
6159.3	<a href="#">Appointment Of Surrogate Parent For Special Education Students</a>
6159.3	<a href="#">Appointment Of Surrogate Parent For Special Education Students</a>
6164.2	<a href="#">Guidance/Counseling Services</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.5	<a href="#">Student Success Teams</a>
6164.5	<a href="#">Student Success Teams</a>
6171	<a href="#">Title I Programs</a>
6171	<a href="#">Title I Programs</a>
6173	<a href="#">Education For Homeless Children</a>
6173	<a href="#">Education For Homeless Children</a>
6173.1	<a href="#">Education For Foster Youth</a>
6173.1	<a href="#">Education For Foster Youth</a>
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9322	<a href="#">Agenda/Meeting Materials</a>

### **Legal References**

20 *United States Code* (20 U.S.C.) Section 6301 et seq.

34 *Code of Federal Regulations (34 CFR)* Sections 106.8, 34 CFR 299.10–13

California *Education Code (EC)* Sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 260, 3031, 8200–8498, 8235.5, 8235–8239.1, 8261, 8482–8484.65, 8500–8538, 17002(d), 17592.72, 33126(b)(5)(A), 33126(b)(5)(B), 33315, 35161, 35186, 46015, 48645.7, 48853, 48853.5, 48987, 49010–49013, 49069.5, 49531, 49556, 51210, 51222, 51223, 51225.1-3, 51228.1–51228.3, 52059, 52075, 52300-52462, 52334.7, 52355, 52451, 52460–52462, 52500-52617, 54440–54445, 54445, 56100(a), 56100(j), 60010, 64001, 65000.

California *Government Code (GC)* Sections 11135, 11136

California *Penal Code (PC)* Section 422.55

California *Code of Regulations Title 5 (5 CCR)* Sections 4600–4640, 4690–4694

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Robert Heugly

DATE: August 11, 2023

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM:** Receive for Information: AR 1312.4 Williams Complaint Procedures

**PURPOSE:**

To update the Administrative Regulation 1312.4 to match the California Department of Education sample Williams Complaint Procedures 1312.4 including the Williams Classroom Notice and Williams Complaint Form.

AR 1312.4 contains rules and instructions about the filing, investigation and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The California Department of Education recommends using their sample AR to ensure compliance during Federal Program Monitoring (FPM).

**FISCAL IMPACT:** The district receives a series of state and federal grants which are impacted by this regulation.

**RECOMMENDATION:** Receive AR 1312.4 for Information.

**Board Policy Manual  
Hanford Elementary School District**

**Regulation 1312.4: Williams Uniform Complaint Procedures**

**Status:  
ADOPTED**

**Original Adopted Date:** 02/09/2005 | **Last Revised Date:** 02/09/2022 | **Last Reviewed Date:** 02/09/2022

**California Department of Education**

**Williams Complaint Policies and Procedures 2023–24**

Hanford Elementary School District  
714 N. White St.  
Hanford, CA 93230  
559-585-3600

Adopted by our Governing Board or authorized designee (here and after "the board") on August 23, 2023

**Williams Complaint Policies and Procedures**

This document contains rules and instructions about the filing, investigation and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

The Hanford Elementary School District (LEA) adopted the Uniform Complaint Procedures (UCP) process in accordance with Chapter 5.1 (commencing with Section 4680) of the California Code of Regulations, Title 5, to resolve Williams complaints. This document presents information about how we process complaints concerning Williams Settlement issues. A UCP complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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**The Responsibility of the Hanford Elementary School District**

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The Hanford Elementary School District is required to have local policies and procedures that enable Williams Complaints to be handled through our UCP process, to post a classroom notice informing parents, guardians, pupils, and teachers of their rights to file a Williams complaint in each classroom in each school, and to provide a complaint form for Williams complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

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If a response is requested by the complainant, the response will go to the mailing address of the complainant indicated on the complaint.

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If Education Code Section 48985 is applicable and 15 percent or more of the pupils in grades K–12 enrolled in our district speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in English and in the primary language of the complainant. The complaint response, if requested, and final report shall be written in English and the primary language in which the complaint was filed.

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A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate school district official for resolution.

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The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.

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The principal, or, where applicable, district superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

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The principal, or where applicable, district superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if complainant identifies himself or herself and requested a response.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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The principal makes this report; the principal shall also report the same information in the same timeframe to the district superintendent or his or her designee.

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The school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

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The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district.

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The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

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The complaints and responses shall be available as public records.

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**The Williams Complaint Classroom Notice**

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We make sure that the Williams Complaint Classroom Notice is posted in each classroom in each school in the district and includes:

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- The parents, guardians, pupils, and teachers,
- a statement proclaiming sufficient textbooks and instructional materials,
- (For there to be sufficient textbooks and instructional materials each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home)
- a statement that school facilities must be clean, safe, and maintained in good repair,
- a statement that there should be no teacher vacancies or misassignments, and
- the location at which to obtain a form to file a complaint in case of a shortage.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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(Posting a notice downloadable from the ~~Web site~~website of the CDE shall satisfy this requirement.)

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**The Williams Complaint Form**

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We make sure that the Williams Complaint form is available for parents, guardians, pupils, and teachers to use.

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~~Every school in our district shall have a complaint form available for such Williams complaints.~~

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~~The Williams Complaint form shall include:~~

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~~Every school in our district shall have a complaint form available for such Williams complaints.~~

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The Williams Complaint form shall include:

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- A section to indicate if a response is requested,
- a section for contact information including mailing address if a response be requested.
- a statement that a pupil, including an English Learner, does not have standards - aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional materials to use in class.
- a statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- a statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
- a statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- a statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors

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**Sample Williams Complaint Policies and Procedures 2023–24**

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or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

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- a statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.

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- a statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

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

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- a statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with more than 20 percent English Learners pupils in the class.

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- a statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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- a section to identify the location of the school in which the alleged violation took place,

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- a section to identify the course or grade level, if applicable,

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- a section where the complainant describes the specific nature of the complaint in detail,

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- a statement that the complainant may include as much text as the complainant feels is necessary, and

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- a statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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**Filing a Williams Complaint with the Hanford Elementary School District**

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A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

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A Williams complaint may be filed anonymously.

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The complainant need not use the Williams Complaint form to file a complaint.

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**How to Appeal a Williams Complaint**

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A complainant who is not satisfied with the resolution of the principal or the district superintendent or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the governing board.

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A complainant who is then not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of EC Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within 15 days of receiving the report.

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Conditions that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

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- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.

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In regards to the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements of 5 CCR Section 4632.

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A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

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The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

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The appeal shall be accompanied by:

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1. A copy of the original locally filed complaint; and

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2. A copy of our Decision of this original locally filed complaint.

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**Legal References**

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State Laws Cited:

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California Education Code Sections

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EC sections 1240, 17592.72, 35186, 35292.5, 48985.

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**Sample Williams Complaint Policies and Procedures 2023–24**

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California Code of Regulations, (CCR), Title 5 [5 CCR] Sections 4600–4694 sections 4680–4687.

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 17592.72	<a href="#">Urgent or emergency repairs; School Facility Emergency Repair Account</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 35292.5-35292.6	<a href="#">Restrooms; maintenance and cleanliness</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 60119	<a href="#">Hearing on sufficiency of instructional materials</a>
<b>Federal</b>	<b>Description</b>
20 USC 6314	Title I schoolwide program
<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">State Allocation Board, Office of Public School Construction</a>
Website	<a href="#">California Department of Education, Williams Case</a>
Website	<a href="#">California County Superintendents Educational Services Association</a>
Website	<a href="#">CSBA</a>

**Cross References**

<b>Code</b>	<b>Description</b>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<del><a href="#">Local Control And Accountability Plan</a></del> <a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1250	<a href="#">Visitors/Outsiders</a>
1250	<a href="#">Visitors/Outsiders</a>

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## Sample Williams Complaint Policies and Procedures 2023–24

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1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.3	<u>Uniform Complaint Procedures</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
3514	<u>Environmental Safety</u>
3514	<u>Environmental Safety</u>
3514.2	<u>Integrated Pest Management</u>
<del>3517</del>	<u>Facilities Inspection</u>
3517	<u>Facilities Inspection</u>
<del>3517</del>	<u>Facilities Inspection</u>
3550	<u>Food Service/Child Nutrition Program</u>
3550	<u>Food Service/Child Nutrition Program</u>
4112.2	<u>Certification</u>
4112.2	<u>Certification</u>
4112.22	<u>Staff Teaching English Learners</u>
4113	<u>Assignment</u>
4113	<u>Assignment</u>
4144	<u>Complaints</u>
4144	<u>Complaints</u>
4244	<u>Complaints</u>
4244	<u>Complaints</u>
4344	<u>Complaints</u>
4344	<u>Complaints</u>
6142.92	<u>Mathematics Instruction</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u>
9000	<u>Role Of The Board</u>

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**Sample Williams Complaint Policies and Procedures 2023–24**

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9012

Board Member Electronic CommunicationsBoard

9200

Member Electronic Communications

Limits Of Board Member AuthorityLimits Of Board

9322

Member Authority

Agenda/Meeting MaterialsAgenda/Meeting Materials

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## California Department of Education

# Williams Complaint Policies and Procedures 2023–24

Hanford Elementary School District  
714 N. White St.  
Hanford, CA 93230  
559-585-3600

Adopted by our Governing Board or authorized designee (here and after “the board”) on August 23, 2023

## Williams Complaint Policies and Procedures

This document contains rules and instructions about the filing, investigation and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

The Hanford Elementary School District adopted the Uniform Complaint Procedures (UCP) process in accordance with Chapter 5.1 (commencing with Section 4680) of the *California Code of Regulations*, Title 5, to resolve Williams complaints. This document presents information about how we process complaints concerning Williams Settlement issues. A UCP complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

### The Responsibility of the Hanford Elementary School District

The Hanford Elementary School District is required to have local policies and procedures that enable Williams Complaints to be handled through our UCP process, to post a classroom notice informing parents, guardians, pupils, and teachers of their rights to file a Williams complaint in each classroom in each school, and to provide a complaint form for Williams complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

If a response is requested by the complainant, the response will go to the mailing address of the complainant indicated on the complaint.

If *Education Code* Section 48985 is applicable and 15 percent or more of the pupils in grades K–12 enrolled in our district speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in



## Sample Williams Complaint Policies and Procedures 2023–24

English and in the primary language of the complainant. The complaint response, if requested, and final report shall be written in English and the primary language in which the complaint was filed.

A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate school district official for resolution.

The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.

The principal, or, where applicable, district superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

The principal, or where applicable, district superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if complainant identifies himself or herself and requested a response.

The principal makes this report; the principal shall also report the same information in the same timeframe to the district superintendent or his or her designee.

The school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district.

The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

The complaints and responses shall be available as public records.

### The Williams Complaint Classroom Notice

We make sure that the Williams Complaint Classroom Notice is posted in each classroom in each school in the district and includes:

- The parents, guardians, pupils, and teachers,
- a statement proclaiming sufficient textbooks and instructional materials,
- (For there to be sufficient textbooks and instructional materials each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home)
- a statement that school facilities must be clean, safe, and maintained in good repair,
- a statement that there should be no teacher vacancies or misassignments, and
- the location at which to obtain a form to file a complaint in case of a shortage.

(Posting a notice downloadable from the website of the CDE shall satisfy this requirement.)

## Sample Williams Complaint Policies and Procedures 2023–24

### The Williams Complaint Form

We make sure that the Williams Complaint form is available for parents, guardians, pupils, and teachers to use.

Every school in our district shall have a complaint form available for such Williams complaints.

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- A section to indicate if a response is requested,
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- a statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- a statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
- a statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- a statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- a statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.
- a statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.
- a statement that a semester begins and a teacher vacancy exists. (A position to which a single designated certificate employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester).
- a statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with more than 20 percent English Learners pupils in the class.

## Sample Williams Complaint Policies and Procedures 2023–24

- a statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- a section to identify the location of the school in which the alleged violation took place,
- a section to identify the course or grade level, if applicable,
- a section where the complainant describes the specific nature of the complaint in detail,
- a statement that the complainant may include as much text as the complainant feels is necessary, and
- a statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

### Filing a Williams Complaint with the Hanford Elementary School District

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

A Williams complaint may be filed anonymously.

The complainant need not use the Williams Complaint form to file a complaint.

### How to Appeal a Williams Complaint

A complainant who is not satisfied with the resolution of the principal or the district superintendent or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the governing board.

A complainant who is then not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within 15 days of receiving the report.

Conditions that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.

## Sample Williams Complaint Policies and Procedures 2023–24

- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements of 5 CCR Section 4632.

A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

## Legal References

### *State Laws Cited:*

EC sections 1240, 17592.72, 35186, 48985, 60640.

California *Code of Regulations (CCR)*, Title 5 sections 4680–4687.

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### Policy Reference Disclaimer:

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

#### **State**

5 CCR 4600-4670

5 CCR 4600-4687

Ed. Code 1240

Ed. Code 17592.72

Ed. Code 234.1

Ed. Code 33126

Ed. Code 35186

Ed. Code 35292.5-35292.6

Ed. Code 48985

Ed. Code 60119

#### **Federal**

20 USC 6314

#### **Description**

Uniform complaint procedures

Uniform complaint procedures and Williams complaints

[County superintendent of schools; duties](#)

[Urgent or emergency repairs; School Facility Emergency Repair Account](#)

[Student protections relating to discrimination, harassment, intimidation, and bullying](#)

[School accountability report card](#)

[Williams uniform complaint procedures](#)

[Restrooms; maintenance and cleanliness](#)

[Notices to parents in language other than English](#)

[Hearing on sufficiency of instructional materials](#)

#### **Description**

Title I schoolwide program

## Sample Williams Complaint Policies and Procedures 2023–24

### Management Resources

Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">State Allocation Board, Office of Public School Construction</a>
Website	<a href="#">California Department of Education, Williams Case</a>
Website	<a href="#">California County Superintendents Educational Services Association</a>
Website	<a href="#">CSBA</a>

### Cross References

Code	Description
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1250	<a href="#">Visitors/Outsiders</a>
1250	<a href="#">Visitors/Outsiders</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>
3270	<a href="#">Sale And Disposal Of Books, Equipment And Supplies</a>
3270	<a href="#">Sale And Disposal Of Books, Equipment And Supplies</a>
3514	<a href="#">Environmental Safety</a>
3514	<a href="#">Environmental Safety</a>
3514.2	<a href="#">Integrated Pest Management</a>
3517	<a href="#">Facilities Inspection</a>
3517	<a href="#">Facilities Inspection</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
4112.2	<a href="#">Certification</a>
4112.2	<a href="#">Certification</a>
4112.22	<a href="#">Staff Teaching English Learners</a>
4113	<a href="#">Assignment</a>
4113	<a href="#">Assignment</a>
4144	<a href="#">Complaints</a>
4144	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>

**Sample Williams Complaint Policies and Procedures 2023–24**

4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>
6142.92	<a href="#">Mathematics Instruction</a>
6161.1	<a href="#">Selection And Evaluation Of Instructional Materials</a>
6161.1	<a href="#">Selection And Evaluation Of Instructional Materials</a>
6161.2	<a href="#">Damaged Or Lost Instructional Materials</a>
9000	<a href="#">Role Of The Board</a>
9012	<a href="#">Board Member Electronic Communications</a>
9200	<a href="#">Limits Of Board Member Authority</a>
9322	<a href="#">Agenda/Meeting Materials</a>

Hanford Elementary School District  
**Williams Complaint Form 2023–24**

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

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

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Response requested:  Yes  No

Contact information: (if <u>a</u> response is requested)	Date problem was observed: _____
Name: _____	Location of the problem that is the subject of this complaint: _____
Address: _____	School name/address: _____
Phone number: Day: _____ Evening: _____	Course title/grade level and teacher name: _____
E-mail address, if any: _____	Room number/name of room/location of facility: _____ _____

**Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure. Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)**

**1. Textbooks and Instructional Materials** (Education Code 35186; 5 CCR 4681)

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.
- For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost

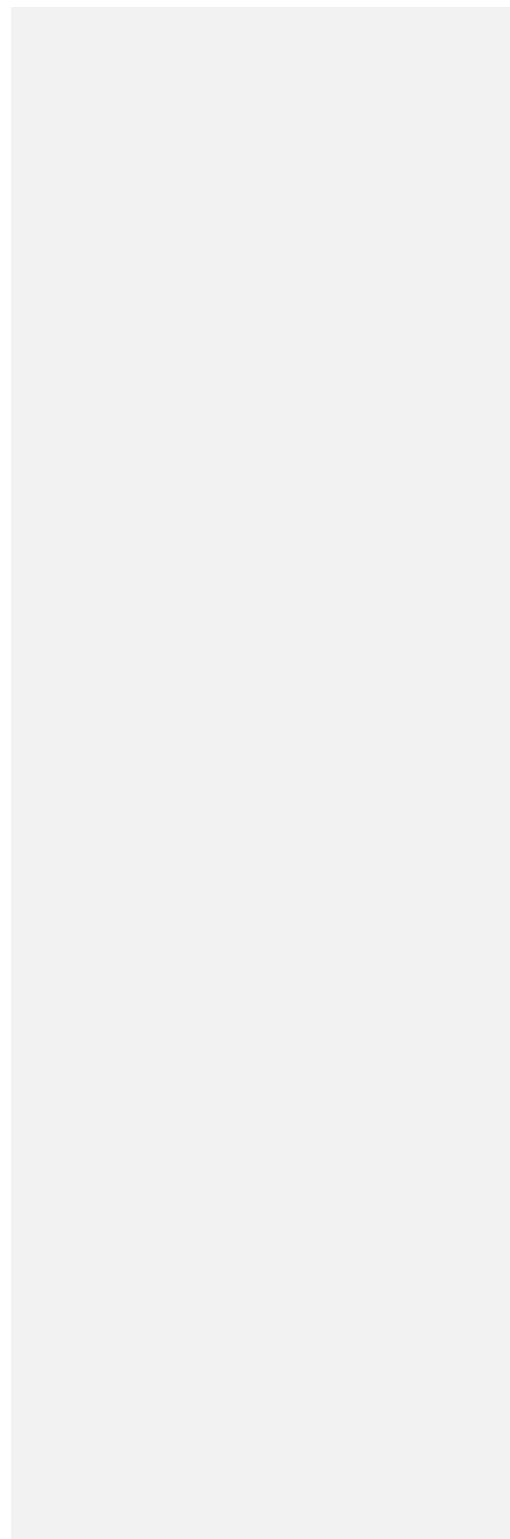




\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

| ADM-130 12/198/23



## Hanford Elementary School District

**Williams Complaint Form 2023–24**

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

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

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

Response requested:  Yes  No

Contact information: (if a response is requested)	Date problem was observed: _____
Name: _____	Location of the problem that is the subject of this complaint: _____
Address: _____	School name/address: _____
Phone number: Day: _____ Evening: _____	Course title/grade level and teacher name: _____
E-mail address, if any: _____	Room number/name of room/location of facility: _____

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

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

**1. Textbooks and Instructional Materials** (Education Code 35186; 5 CCR 4681)

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.
- For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost

**3. Teacher Vacancy or Misassignment** (Education Code 35186; 5 CCR 4682)





una cédula reconocida legalmente o la colocación de un empleado certificado en un cargo docente o de servicios que de lo contrario el empleado tiene autorización para poseer por estatuto.

4. Si elige presentar una denuncia que afirme incumplimiento con cualquiera de las condiciones anteriores, su denuncia será abordada a través de los procedimientos Williams de queja uniforme del distrito según lo exige la ley. Puede obtener un formulario de denuncia en la dirección de su escuela u oficina del distrito, o la puede descargar del sitio web de la escuela o el distrito. También puede descargar una copia del formulario de denuncia del Departamento de Educación de California en el siguiente sitio web: <http://www.cde.ca.gov/re/cp/uc>. No obstante, no es necesario que presente una denuncia usando ya sea el formulario de denuncia del distrito o el formulario de denuncia del Departamento de Educación de California.

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**NOTICE TO PARENTS/GUARDIANS, PUPILS  
AND TEACHERS COMPLAINT RIGHTS**

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

Parents/Guardians, Students, and Teachers:

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

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

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

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

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

**AVISO A PADRES/TUTORES, ALUMNOS  
Y MAESTROS DE DERECHOS PARA PRESENTAR DENUNCIAS**

**AVISO A LOS PADRES/TUTORES, ESTUDIANTES Y MAESTROS:  
DERECHOS PARA PRESENTAR DENUNCIAS SOBRE KÍNDER-12º GRADO**  
Padres/Tutores, Estudiantes y Maestros:

De conformidad con el Código de Educación 35186, por la siguiente se les notifica que:

1. Debe haber suficientes libros de texto y material instructivo. Esto significa que cada alumno, incluyendo un estudiante del inglés, debe contar con un libro de texto o material instructivo, o ambos, para usar en clase y para llevar a casa.
2. Las instalaciones escolares deben estar limpias, seguras y se deben mantener en buenas condiciones.
3. No debe haber vacantes ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada curso y no una serie de suplentes u otros maestros temporales. El maestro debe contar con la certificación adecuada para impartir el curso, incluyendo la certificación necesaria para enseñar a estudiantes del inglés, en caso correspondiente.

Vacante de maestro significa un cargo al cual un empleado individual certificado designado no ha sido asignado al comienzo del año por un año entero o, si el cargo es para un curso de un semestre, el cargo al cual un empleado individual certificado designado no ha sido asignado al comienzo de un semestre por el semestre entero.

Asignación incorrecta significa la colocación de un empleado certificado en un cargo docente o de servicios para el cual el empleado no posee un certificado o una cédula reconocida legalmente o la colocación de un empleado certificado en un cargo docente o de servicios que de lo contrario el empleado tiene autorización para poseer por estatuto.

4. Si elige presentar una denuncia que afirme incumplimiento con cualquiera de las condiciones anteriores, su denuncia será abordada a través de los procedimientos Williams de queja uniforme del distrito según lo exige la ley. Puede obtener un formulario de denuncia en la dirección de su escuela u oficina del distrito, o la puede descargar del sitio web de la escuela o el distrito. También puede descargar una copia del formulario de denuncia del Departamento de Educación de California en el siguiente sitio web: <http://www.cde.ca.gov/re/cp/uc>. No obstante, no es necesario que presente una denuncia usando ya sea el formulario de denuncia del distrito o el formulario de denuncia del Departamento de Educación de California.

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly  
DATE: August 11, 2023

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM: Approve Consolidated Application for Funding Categorical Aid Programs (Summer 2023 Release for the 23-24 school year)**

**PURPOSE:** The Consolidated Application is the document that is used to apply for, and report on several federal and state categorical aid programs including:

Title I	Low-Income Students
Title II	Supporting Effective Instruction
Title III	English Learners
Title IV	Student Support

**FISCAL IMPACT:** Approximately \$2.7 million in categorical funding is requested through the Consolidated Application.

**RECOMMENDATION:** Approve the Consolidated Application for Funding Categorical Aid Programs

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Rick Johnston

DATE: August 7, 2023

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM:** Consultant Contract with Kings County Sports Officials

**PURPOSE:** Request permission to once again have Kings County Sports Officials supply CIF referees and umpires (girls' volleyball, flag football, basketball, soccer, wrestling, baseball, and softball) for 2023 - 2024 school year at John F. Kennedy and Woodrow Wilson home sports contests.

**FISCAL IMPACT:** \$6,500.00

**RECOMMENDATIONS:** Approve



HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 07, 20 23, between the Hanford Elementary

School District and Sports Officiating Services (Consultant).

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

Sports Officiating Services (SOS) will furnish volleyball, flag football, basketball, soccer, wrestling, baseball, and softball officials used at JFK and Woodrow Wilson Junior High Schools; home athletic contests during the 2023 -24 school year.

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 Sports Officiating Services the sum of Twenty Thousand Dollars (\$ 20,000.00 ) for such services.

Consultant Signature [Handwritten Signature]

Harry Karegnian Consultant Name

1158 North Gem Street

Tulare Ca 93274 City State Zip Code

Consultant's Address

546-94-0238

Social Security Number/Tax I.D.

[Handwritten Signature] Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0332-0-1135-4000-580009-057-0000

0100-2600-0-1135-4000-580009-057-0000

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

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

ADM-009

DISTRICT USE: SUBJECT TO MONTOYA SCHOOL SAFETY ACT? YES / NO (CIRCLE ONE)

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Rick Johnston

DATE: August 7, 2023

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM:** Consultant Contract with Sports Officiating Services (Junior High Sports)

**PURPOSE:** Request permission to once again have Sports Officiating Services (SOS) supply CIF referees and umpires (girls' volleyball, flag football, basketball, soccer, wrestling, baseball, and softball) for 2023 - 2024 school year at John F. Kennedy and Woodrow Wilson home sports contests.

**FISCAL IMPACT:** \$20,000.00

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

**CONSULTANT CONTRACT**

This contract is entered into on August 07, 20 23, between the Hanford Elementary School District and Kings County Sports Officials - (Rod Lawrence) (Consultant).

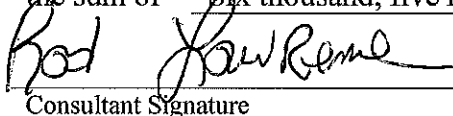
Consultant agrees to perform the following services for the Hanford Elementary School District:

Provide referees/umpires during the 2023-24 year for Grades 4-6/7-8 flag football, girls' softball, and boys'/girls' basketball.

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 Kings County Sports Officials the sum of Six thousand, five hundred Dollars (\$ 6,500.00 ) for such services.

  
 \_\_\_\_\_  
 Consultant Signature

Rod Lawrence  
 \_\_\_\_\_  
 Consultant Name

1066 Lassen Drive

Hanford,  
 \_\_\_\_\_  
 City

CA  
 \_\_\_\_\_  
 State

93230  
 \_\_\_\_\_  
 Zip Code

562-67-2049

562-67-2049  
 \_\_\_\_\_  
 Social Security Number/Tax I.D.

  
 \_\_\_\_\_

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number:

0100-0332-0-1135-4000-580009-057-0000

0100-2600-0-1135-4000-580009-057-0020

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

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

ADM-009  
 Revised 8/03

<p><b>DISTRICT USE:</b>                  SUBJECT TO MONTOYA SCHOOL SAFETY ACT?</p> <p style="text-align: center;">YES / NO                  (CIRCLE ONE)</p>
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**HANFORD ELEMENTARY SCHOOL DISTRICT****AGENDA REQUEST FORM**

TO: Joy Gabler  
FROM: David Goldsmith  
DATE: August 15, 2023

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: August 23, 2023

**ITEM:** Consider award for the 2023 Student Laptop Computer purchase bid to Dell Technologies

**PURPOSE:** Hanford Elementary School District completed a formal bid process to select a vendor for the purchase of 1500 new student laptop computers.

Dell Technologies submitted the best qualifying bid that met all district minimum specifications for student laptops computers.

**FISCAL IMPACT:** Cost of the purchase will be \$744,175.81. Funding source is ESSER III federal funding.

**RECOMMENDATION:** Award bid as presented to Dell Technologies.

HANFORD ELEMENTARY SCHOOL DISTRICT  
 BID TABULATIONS - TECHNOLOGY

Project or Service Description

STULPT0720203A: Purchase of 1500 new student laptop computers

Bidder	Bid Form	Bid Bond	Non-Collusion	Request for Subst	Insurance	Device Model	Met Min Specs	Cost
CDW-G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACER	<input checked="" type="checkbox"/>	\$641,891.25
Dell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DELL	<input checked="" type="checkbox"/>	\$744,172.81
Intelli-Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HP	<input checked="" type="checkbox"/>	\$780,243.75

X X

Bidder Selected: DELL  
 Approved By: DAVID GOLDBLITH  
 Title: CTO  
 Date: 8/18/23

Bid Assessment Comments, if needed:  
 ACER DEVICE MISSING REAR-FACING CAMERA, AND CONTAINS 3-CELL BATTERY.  
 ALEAR DEVICE - ONLY 45W CHARGER  
 INTELLITECH DID NOT SUBMIT BOND GUARANTEE / INSURANCE

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jill Rubalcava 

DATE: August 8th, 2023

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: August 23rd, 2023

**ITEM:** Consultant Contract with REMSCAPE

**PURPOSE:** The purpose of videography projects with REMSCAPE is: To promote and share the good things happening with programs, students, and staff in HESD. This project is a culmination of 2023 Summer programs in HESD. It includes video footage of students and staff, and interviews with educational partners involved in the program. The project includes TK-8th graders and 3 weeks of activities at Martin Luther King Jr. Elementary, Monroe Elementary, Lee Richmond Elementary, John F. Kennedy Jr. High School, and study trip locations in Hanford and across the San Joaquin Valley. Finished product will be shared with staff, students, and parents, and will be pushed out on district social media accounts as well as the HESD public website.

**FISCAL IMPACT:** \$5,900**RECOMMENDATIONS:** Approval

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler  
 FROM: Jill Rubalcava  
 DATE: June 30, 2023



FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: August 23rd, 2023

**ITEM:** Board Policy and Administrative Regulation 5123  
 Promotion/Acceleration/Retention

**PURPOSE:** BP/AR 5123 - Promotion/Acceleration/Retention, updated to make minor revisions reflecting current practices and criteria for identifying students who are academically at-risk.

**FISCAL IMPACT:** none

**RECOMMENDATIONS:** approval

**Policy 5123: Promotion/Acceleration/Retention**

**Status:** DRAFT

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 05/10/2017 | **Last Reviewed Date:** 05/10/2017

The Governing Board expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the teacher may recommend a student for acceleration to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, indicated by grades and performance, and present levels as measured by district identified local assessments.

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

If a student does not have a single regular classroom teacher, the Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

The teacher's decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

When any student in grades 2-9 is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. (Education Code 48070.5)

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**Regulation 5123: Promotion/Acceleration/Retention**

**Status:** DRAFT

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 01/14/2015 | **Last Reviewed Date:** 01/14/2015

### Acceleration from Kindergarten to First Grade

Any student who meets the age eligibility requirement and has completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten. (Education Code 48010, 48011)  
(cf. 5111 - Admission)

A student who does not meet the age eligibility requirement may be admitted to first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian upon determination that the student is ready for first-grade work, subject to the following minimum criteria: (Education Code 48011; 5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the district approving the placement in first grade.

### Continuation in Kindergarten

Whenever the Superintendent or designee and the parents/guardians agree that a student shall continue in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300, 48011)

### At-Risk

Parents/guardians of students who are academically at risk shall receive notification at the end of the first trimester. The notification will include recommendations for intervention strategies including goals for the student, the parent/guardian, and the teacher. (SCH-104a) (Education Code 48070.5)

Students who are considered academically at risk at the end of the first trimester are students that meet all the following grade specific criteria and therefore shall receive SCH-104a:

#### **Kindergarten:**

Letters/Sounds: Knows fewer than 18 letters

#### **First Grade:**

Letters/Sounds: Knows fewer than 54 letters and 40 sounds

Sight Word Assessment: Scored in the intensive band

Reading at independent level B or below

#### **Second Grade:**

Scored in the intensive band on HESD ELA Benchmark 1

Reading at independent level G or below

#### **Third Grade:**

Received a grade of "N" in reading

Scored in the intensive band on ELA Benchmark 1

**Fourth Grade:**

Received a grade of "N" in reading and math

Scored in the intensive band on administered district assessments (ELA and Math)

**Fifth Grade:**

Received a grade of "N" in reading and math

Scored in the intensive band on administered district assessments (ELA and Math)

**Sixth Grade:**

Received a grade of N in reading and math

Scored in the intensive band on administered district assessments (ELA and Math)

**Seventh Grade:**

Received an overall grade of "D" or "F" in ELA and Math and/or has lower than an overall 2.0 GPA

**Eighth Grade:**

Received an overall grade of "D" or "F" in ELA and Math and/or has lower than an overall 2.0 GPA

Eighth grade students who are considered academically at risk in March (end of Trimester 2) are students that meet all the following grade specific criteria and therefore shall receive SCH-104b:

- Student received an overall grade of "D" or "F" in ELA and Math and/or the student has lower than an overall 2.0 cumulative GPA

Students who are considered academically at risk in May are students that meet all the following grade specific criteria and therefore shall receive SCH-104b:

Eighth grade students with lower than an overall 2.0 cumulative GPA in May will meet with the principal or designee one week prior to promotion activities.

**Kindergarten:**

Letters/Sounds: Knows fewer than 45 letters and 27 sounds

Sight Word Assessment: Knows fewer than 15 words

Alphabetic Principle Assessment: Scored 4 or below

Does not have 1:1 match when repeating a pattern

**First Grade:**

Sight Word Assessment: Scored in the intensive band

Reading at independent level F or below

**Second Grade:**

Scored in the intensive band on administered HESD ELA Benchmarks

Reading at independent level I or below

**Third Grade:**

Received a grade of "N" in reading on Trimester 1 & 2 report cards

Scored in the intensive band on administered HESD ELA Benchmarks

**Fourth Grade:**

Received a grade of "N" in reading and math on Trimester 1 & 2 report cards

Scored in the intensive band on administered HESD ELA Benchmarks

Scored in the intensive range on administered Math Unit Assessments

**Fifth Grade:**

Received a grade of "N" in reading and math on Trimester 1 & 2 report cards

Scored in the intensive band on administered HESD ELA Benchmarks

Scored in the intensive range on administered Math Unit Assessments

**Sixth Grade:**

Received a grade of "N" in reading and math on Trimester 1 & 2 report cards

Scored in the intensive band on administered HESD ELA Benchmarks

Scored in the intensive range on administered Math Unit Assessments

**Seventh Grade:**

Received an overall grade of "D" or "F" in ELA and Math and/or has lower than an overall 2.0 GPA

**Eighth Grade:**

Received an overall grade of "D" or "F" in ELA and Math and/or has lower than an overall 2.0 GPA

### Retention at Other Grade Levels

If a student is identified as performing below the minimum standard for promotion to the next grade level based on the specified indicators, the student may be considered for retention. If determined that retention is not appropriate, the teacher shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

A list of retainees will be submitted to the Curriculum, Instruction, and Professional Development Office. (SCH-105, 106)

### English Language Learners

At-Risk Forms - SCH-104a/104b

If an English language learner is determined to be at-risk based on the grade specific criteria then an at-risk form (SCH-104a/104b) will be completed

Retention. English language learners will not be recommended for retention based solely on English language proficiency.

### Special Education Students

At-Risk Forms - SCH-104a/104b

Special Education students do not receive SCH-104a/104b at-risk forms.

Retention. Special Education students will not be recommended for retention based solely on Special Education eligibility. Retention discussions and determinations are a function of the Individual Education Plan (IEP) meeting.

### Grades 7 and 8

A decision for or against promotion/retention of any student enrolled in Junior High School will result from the consideration and procedures outlined below:

1. Students shall be identified as being academically at risk who receive an overall grade of "D" or "F" in ELA and mathematics as indicated on the report card.
2. Seventh and eighth grade students must attain a cumulative 2.0 GPA by the end of the year to be considered for promotion into the following grade. Failure to attain a cumulative 2.0 GPA may result in consideration for summer school (if offered) or retention.
3. Seventh grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate may be assigned to an intervention class during the eighth grade year in lieu of an elective.
4. Eighth grade students who do not earn a cumulative 2.0 GPA and for whom retention is deemed inappropriate shall be transferred to the ninth grade and recommended to attend summer school conducted (if offered) by the high school. These students will neither receive a certificate of promotion nor participate in promotion exercises.
5. One week prior to the end of the school year parents and students will receive final notification of decisions regarding promotion and/or retention.
6. No eighth grade student with 20 absences or more, unless absences are medically excused by a doctor, may participate in the end of the year promotional activities.

#### Late Entry: Grades K-8

1. A student must be enrolled in a school in this district a minimum of six school weeks to receive an academic progress report.
2. Students enrolled less than one trimester will not be considered for retention or promotion under this policy, but will be evaluated on a case by case basis.

#### Grade Level Transfer: Grades K-8

A student may be transferred, not promoted, to the next grade. Grade level transfer decisions are based on the beliefs that retention would not be beneficial to the student and/or the student's presence in the same grade level would create an undesirable influence on the academic and social growth of other students.

These factors will be considered for Grade Level Transfers:

1. Age (the possibility of attaining the age of 15.0 years before entering high school)
2. Parental attitude toward retention
3. Amount of time enrolled. (Students enrolled for less than one trimester when past academic records are unavailable)
4. Retention Review Committee decision that retention is not appropriate

#### Review Committee

All recommended retentions will be decided by a Review Committee.

1. This committee shall be composed of three chief voting members:
  - a. Principal or his/her designee
  - b. Child's teacher(s)
  - c. Parent/guardian - If any of the above groups must be represented by more than one individual to conduct an effective meeting, the chairman shall provide for their participation, but under no circumstances shall more than three votes be cast. Only the chief voting members shall vote on any retention decision made by the Review Committee.
2. A school psychologist may be included at the discretion of the parent, teacher or principal but will not be considered a voting member of the Review Committee.

The Review Committee will be convened and chaired by the principal or his/her designee.

A simple majority of the chief members will determine a binding decision for or against retention.

Parent/guardians opposing the decision of the Review Committee may appeal for a hearing with the Superintendent or his/her designee. Such a request for a hearing must be made in writing within 10 working days of the Review Committee's decision. Written requests must be submitted to the Superintendent or his/her designee who shall then schedule the hearing.

The Review Committee may reach a binding decision without the parent/guardian(s) if attempts to have the parent/guardian(s) in attendance have failed. The contact will include at least one phone call and a personal letter.

(cf. 5145.6 - Parental Notifications)

#### Appeal Process

Whenever a student's parent/guardian appeals the Review Committee's decision to promote or retain a student, the burden shall be on the parent/guardian to show why the Review Committee's decision should be overruled. (Education Code 48070.5)

To appeal a Review Committee's decision, the parent/guardian shall submit a written request to the Superintendent or designee specifying the reasons that the Review Committee's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The Review Committee shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the Review Committee's decision. Prior to making this determination, the Superintendent or designee may meet with the parent/guardian and the Review Committee. If the Superintendent or designee determines that the parent/guardian has overwhelmingly proven that the Review Committee's decision should be overruled, he/she shall overrule the Review Committee's decision.

#### Promotion

Students who demonstrate growth in learning and are approaching or meeting grade-level standards shall be promoted to the next grade level.

(cf. 5125 - Student Records)

(cf. 5125.3 - Challenging Student Records)

When high academic achievement is evident or other factors which may warrant acceleration to a higher grade are evident; the Site Review Committee shall convene to discuss and report the recommendations.

(SCH-105)

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

**TO:** Joy C. Gabler  
**FROM:** Jaime Martinez  
**DATE:** August 14, 2023  
**RE:** (X ) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 23, 2023**

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

**PURPOSE:**

**a. Employment**

Classified

- Queila Alarcon, Yard Supervisor – 3.5 hrs., Wilson, effective 8/15/23  
REVISED
- Victoria Barrientos-Ghena, Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/23
- Hailey Belton, READY Program Tutor – 4.5 hrs., Lincoln, effective 8/10/23
- Patricia Castellanos, Yard Supervisor – 3.5 hrs., King, effective 8/15/23
- Silvia Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/10/23
- Amy Cole, Special Education Aide – 5.0 hrs., Jefferson, effective 8/15/23
- Juliana Evans, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/10/23
- Miriam Garcia, READY Program Tutor – 4.5 hrs., Washington, effective 8/10/23
- Mariah Henegar, Yard Supervisor – 3.5 hrs., Simas, effective 8/15/23  
REVISED
- James Joyce, Special Education Aide – 5.0 hrs., Kennedy, effective 8/15/23
- Miguel Landeros, READY Program Tutor – 4.5 hrs., Washington, effective 8/10/23
- Madison Lee, READY Program Tutor – 4.5 hrs., Richmond, effective 8/10/23
- Kyle Martinez, READY Program Tutor – 4.5 hrs., King, effective 8/10/23
- Cindy Quesada, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/10/23

- Jasmine Vidal, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/11/23

#### Classified Temps/Subs

- William Davis, Substitute Paraprofessional (TK/K), effective 8/15/23
- Audrey Dragt, Substitute READY Program Tutor, effective 8/15/23
- Amber McRoberts, Substitute Yard Supervisor, effective 8/15/23
- Araceli Mendez, Substitute Yard Supervisor, effective 8/15/23
- Adilene Ochoa, Substitute Yard Supervisor, effective 8/15/23
- Samantha Ramirez, Substitute READY Program Tutor, effective 8/15/23

### **b. Transfers**

#### Promotion/Transfer

- Melissa Acosta, from Bus Driver – 6.0 hrs., Transportation to Dispatcher – 8.0 hrs., Transportation, effective 8/2/23

#### Voluntary Transfer

- Monique Cantu, from READY Program Tutor – 4.5 hrs., Lincoln to READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/10/23
- Haillee Larios, from READY Program Tutor – 4.5 hrs., Lincoln to READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/14/23

### **c. Resignations**

#### Classified

- Madisen Brown-Perriera, Yard Supervisor – 3.5 hrs., Kennedy, effective 6/2/23
- Alma Campos Medina, Substitute Yard Supervisor, effective 6/2/23
- Esmeralda Ledesma, Yard Supervisor – 3.25 hrs., Lincoln, effective 6/2/23
- Laurie Tolbert, Special Circumstances Aide – 5.75 hrs., Monroe, effective 6/2/23

#### Termination due to Failure to Respond to Annual Notification

- Lynette Reyes, Substitute Translator, Yard Supervisor and Food Service Worker II, effective 2/3/23

#### Rescind offer of Employment Contract

- Travis Williams, Band Teacher

#### Retirement

- Norma Ramirez, Special Education Aide – 5.0 hrs., Lincoln, effective 6/2/23

### **d. Certify Employment Status of Non-Permanent Certificated Staff for 2023-24 School Year (EC 44916)**

- See attached Listing

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

- BCLAD Waiver for Sophia Medina, 1<sup>st</sup> Grade Dual Immersion Teacher, Jefferson Academy

**f. Adopt Resolution No. 04-24 – Teacher Assignment, EC 44263**

- Frederick Williams, Jr., Elementary Physical Education Teacher

**RECOMMENDATION:** Approve.



HANFORD ELEMENTARY SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
**ANNUAL BOARD CERTIFICATION:  
STATUS OF NON-PERMANENT CERTIFICATED EMPLOYEES  
2023-24 SCHOOL YEAR  
August 23, 2023**

Effective with the first paid duty day of their 2023-2024 employment contracts, the following non-permanent certificated employees shall be classified as follows:

**A. TENURED**

DeLaTorre, Paul	Vice Principal
Fagundes, Breanna	K-6 Teacher
Floendo, David	7-8 Teacher
Hanke, Bethany	K-6 Teacher
Martin, Zachary	K-6 Teacher
Medina, Christina	K-6 Teacher
Mims, Cassondra	K-6 Teacher
Sandoval, Cassandra	K-6 Teacher

**B. SECOND-YEAR PROBATIONARY**

Alvarez-Vargas, Carmen	School Social Worker
Avalos, Anel	School Counselor
Beer, Rachel	K-6 Teacher
Brown, Ashley	K-6 Teacher
Calvillo, Maria	School Counselor
Campbell, Kelsey	School Nurse
Carrizales, Carl	K-6 Physical Education Teacher
Cruz, Juan Luis	K-8 Art Teacher
Dill, Serena	K-6 Teacher
Garcia, Angelica	School Social Worker
Gonzales, Margarita	School Counselor
Hernandez, Roxanna	School Counselor
Hopper, Mariah	7-8 Teacher
Houser, Serena	School Counselor
Johnson, Joshua	K-6 Teacher
Jones, Adrian	School Psychologist
Marroquin, Lisa	K-6 Teacher
Martinez, Amy	7-8 Teacher
Naranjo, Mayra	K-6 Teacher
Ramirez, Alicia	K-6 Teacher
Rangel-Lemus, Guadalupe	K-6 Teacher
Ribera, Kelli	K-6 Teacher
Royal, Margarita	K-6 Teacher
Sargent, Erica	School Counselor
Schultze, Caitlyn	K-6 Physical Education Teacher
Silva, Virginia	K-6 Teacher
Sippel, Kathryn	K-6 Teacher

**SECOND-YEAR PROBATIONARY (Continued)**

Smart, Tommy	7-8 Teacher
Thompson, Emily	K-6 Physical Education Teacher
Thompson-Pedro, Sherrie	K-6 Teacher
Valero, Iselda	School Counselor
Williams Jr., Frederick	K-6 Physical Education Teacher
Xiong, Phoua	School Counselor
Zaragoza, Mario	K-6 Teacher
Zufelt, Sarah	School Nurse

**C. FIRST-YEAR PROBATIONARY**

Anderson, Cydne	K-6 Teacher
Arnold, Carson	K-6 Teacher
Cruz, Gladys	K-6 Teacher
Dominguez, Gage	7-8 Teacher Intern
Fromme, Jeanne	Special Education Teacher Intern
Garcia, Madison	K-6 Special Education Teacher Intern
Gonzales, Christina	School Psychologist
Gonzales, Kristine	K-6 Special Education Teacher
Gonzalez, Eric	K-6 Physical Education Teacher Intern
Guadarrama, Sophia	K-6 Teacher
Hall, Janna	4-8 Music/Band Teacher
Haney, Jewelie	7-8 Teacher Intern
Heugly, Sierrah	K-6 Teacher Intern
Hope, Alyssa	K-6 Teacher
Jacobson, Taylor	K-6 Teacher Intern
Leslie, Amy	K-6 Teacher
Lopez Gonzalez, Gabriela	K-6 Teacher
MacDonald, Jasmine	K-6 Special Education Teacher
Martin, Antonio	School Psychologist
Medina, Sophia	K-6 Teacher Intern
Perales, Marissa	School Counselor
Raeber, Gabriella	School Counselor
Roberts, Brittni	K-6 Teacher Intern
Rodriguez, Edith	7-8 Special Education Teacher
Rose, Kelcie	K-6 Teacher Intern
Sandoval, Tianna	K-6 Special Education Teacher Intern
Santos, Ryne	4-8 Music/Band Teacher
Strickland, Kylie	K-6 Teacher Intern
Tamayo-Alatorre, April	K-6 Special Education Teacher Intern
Vasquez, Teresa	7-8 Teacher

**D. PROBATIONARY 0 – SHORT-TERM STAFF PERMIT (STSP)**

Bentley, Lindsey	5-8 Music/Band Teacher
Escobedo, Karina	K-6 Teacher
Guzman, Nancy	K-6 Teacher
Perez-Reyna, Carlos	K-6 Teacher
Torres, Jose	K-6 Teacher

