

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, October 11, 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

CLOSED SESSION

- **Student Discipline** *(Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information)*

Administrative Panel Recommendations

Case# 23-27 Impose Expulsion Order

- **Personnel** *(Pursuant to Government Code 54956.9, Trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code Provisions)*
 - Conference with Labor Negotiators (GC 54957)
 - Agency Representatives: J. Gabler
 - Employee Organization: Yard Supervisors, Management/Confidential/Professional Specialists & Superintendent

OPEN SESSION

6:00 P.M.

Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated September 20, 2023; September 22, 2023; September 27, 2023 and September 29, 2023.
- *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.*

- b) Approve minutes of the Regular Board Meeting held on September 27, 2023.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of 150 pumpkins from Jeff Levinson, Inc. LLC.

3. INFORMATION ITEMS

- a) Receive for information the first quarter Williams Uniform Complaint Report (Gabler)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #10-24: Regarding Absent Board Member Compensation (Gabler)
- b) Consider approval of Memorandum of Understanding with Hanford Joint Union High School District – Transportation Services (Potter)
- c) Consider approval of architectural services agreement with Mangini & Associates Inc for the construction of new TK/Kindergarten wing at Monroe (Potter)
- d) Consider approval of consultant contract with Nathan Houston (Strickland)
- e) Consider approval of consultant contract with Hanford Police Department (Strickland)
- f) Hear public comments and consider approval of negotiated amendments to the 2022-2023 Collective Bargaining Agreement with the Hanford Elementary Teachers Association (Martinez)
- g) Consider approval of recommended retitling and renumbering revisions to Board Policies and Administrative Regulations (Martinez)
 - Attached listing
- h) Consider approval of revised Board Policy: (Strickland)
 - 5141.5 – Mental Health
- i) Consider approval of revised Board Policy and Administrative Regulation: (Strickland)
 - 5141.6 – School Health Services
- j) Consider approval of revised Board Policy: (Strickland)
 - 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education
- k) Consider approval of revised Board Policy & Administrative Regulation: (Gomez)
 - 6174 – Education for English Learners

5. PERSONNEL (Martinez)

- a) Employment

Classified

- Calissa Munoz, READY Program Tutor – 4.5 hrs., Simas, effective 9/18/23
- Addrianna Potter, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/18/23

Classified Temps/Subs

- Melissa Arroyo, Substitute Yard Supervisor, effective 9/18/23
- Brenda Hernandez Gomez, Substitute Yard Supervisor, effective 9/25/23
- Stephanie Medrano, Substitute Paraprofessional (TK/K) and Special Education Aide, effective 10/2/23
- Margarita Meraz-Quintero, Substitute Special Education Aide, effective 9/26/23

Reinstatement

- Emily Bush, from Paraprofessional (TK/K) – 7.0 hrs., King, to READY Program Tutor – 4.5 hrs., Washington, effective 10/9/23

Short Term Classified

- Rose Barcellos, Short-Term Yard Supervisor – 2.25 hrs., Richmond, effective 9/18/23-11/17/23
- Leslie Santamaria, Short-Term Special Education Aide – 5.0 hrs., Wilson, effective 9/18/23-10/27/23
- Jewel Zamora, Short-Term Yard Supervisor – 3.0 hrs., Richmond, effective 9/25/23-11/17/23

b) Resignations

Classified

- Silvia Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 10/13/23
- Taisha Green, READY Program Tutor – 4.5 hrs., Washington, effective 10/13/23
- Alina Muldrow, Food Service Worker II – 2.5 hrs., Kennedy, effective 9/22/23

c) Volunteers

<u>Name</u>	<u>School</u>
Griselda Padron (HESD Employee)	Hamilton
Kevin Austin Jr.	Jefferson
Maria Lawson (HESD Employee)	Jefferson
Mary Ojeda	Jefferson
Jasmine Posey	Jefferson
Bethany Temores (HESD Employee)	Jefferson
Corina Horn	Kennedy
Cheryl LaVerne	Kennedy/Wilson
Carina Castro	King
Grecia Guerra	King
Nayla Alcaraz	Lincoln
Graciela Davis	Lincoln
Anamaria Lima	Lincoln
Katelyn Costa	Monroe
Jennifer Fauntleroy (HESD Employee)	Monroe
Michelle Taylan	Monroe
Catherine Pornela	Richmond
Kendra Banuelos (HESD Employee)	Simas
Neida Chavez (HESD Employee)	Simas
Maria Conley	Simas
Toby Hendrix	Simas
Irene Santillan	Simas
Karen Valladares	Simas
Mayra Morales	Washington
Rose Shapley	Washington
Elizabeth Steen (HESD Employee)	Washington
Teresa Vasquez (HESD Employee)	Washington

6. FINANCIAL (Endo)

- a) Consider approval of actuarial for services in accordance with Government Accounting Standards Board (GASB) Statement 75

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: October 2, 2023

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

Date you wish to have your item considered: October 11, 2023

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 23-27 – Impose Expulsion Order

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/02/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/20/23, 09/22/23, 09/27/23 and 09/29/23.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 09/20/2023**

Warrant Number	Vendor Number	Vendor Name	Amount
12725737	2297	FRESNO ROOFING CO. INC. – Lincoln/Monroe Kitchen Roofing Project	\$399,992.00
Total Amount of All Warrants:			\$399,992.00

Warrant Register For Warrants

Dated 09/22/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12725868	2	A-Z BUS SALES INC – Materials/Supplies	\$1,158.69
12725869	4566	ALLIED STORAGE CONTAINERS – Equipment	\$5,613.47
12725870	59	ARAMARK UNIFORM & CAREER – Food Services-Other services	\$165.26
12725871	4119	KRISTINA BALDWIN – Reimburse-Mileage	\$115.94
12725872	2758	BALLOONS EVERYWHERE – Materials/Supplies	\$78.09
12725873	3258	BANK OF AMERICA – Travel/Conference, Memberships, Materials/Supplies	\$1,870.74
12725874	113	BARNES AND NOBLE-5886056 – Books	\$205.68
12725875	7399	BIMBO BAKERIES USA – Food Services-Food	\$2,683.44
12725876	355	CDT INC. – Other Services	\$243.00
12725877	344	CMEA TREASURER CENTRAL SECTION – Entry Fees	\$1,125.00
12725878	4178	COOK'S COMMUNICATION – Materials/Supplies	\$80.29
12725879	392	CUMMINS PACIFIC LLC – Materials/Supplies	\$209.85
12725880	405	DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies	\$366.77
12725881	414	DELL COMPUTER CORPORATION – Materials/Supplies	\$744,145.63
12725882	2505	DEMSEY FILLIGER & ASSOCIATES – Other Services	\$750.00
12725883	5360	EDUPOINT EDUCATIONAL SYSTEMS – Other Services	\$30,147.00
12725884	1393	GAS COMPANY – Utilities	\$327.01
12725885	591	GOLD STAR FOODS – Food Services-Food	\$30,475.31
12725886	8093	HB3 LITERACY LLC – Other Services	\$24,600.00
12725887	2489	HEARTLAND SCHOOL SOLUTIONS – Food Services-Other Services	\$870.00
12725888	5855	HOBBY LOBBY – Materials/Supplies	\$320.83
12725889	2427	HOME DEPOT CREDIT SERVICES – Materials/Supplies	\$195.38
12725890	2188	THE HOME DEPOT PRO – Materials/Supplies	\$3,260.79
12725891	711	THE HORN SHOP – Services/Repair	\$26,917.32
12725892	5264	HOUGHTON MIFFLIN HARCOURT – Textbooks	\$99.18
12725893	5990	KELLER FORD – Materials/Supplies	\$29.72
12725894	1783	KELLER MOTORS – Materials/Supplies	\$507.44
12725895	796	KINGS COUNTY OFFICE OF ED – Other Services	\$14.00
12725896	808	KINGS WASTE & RECYCLING – Utilities	\$266.00
12725897	5270	KUTA SOFTWARE LLC – Other Services	\$184.00
12725898	6986	MORGAN LAMBERT – Reimburse-Materials/Supplies	\$200.00
12725899	7868	ZACHARY MARTIN – Reimburse-Other Services	\$12.95
12725900	1937	ME-N-ED'S PIZZERIA – Materials/Supplies	\$107.25
12725901	969	MICHAEL MENDOZA – Reimburse-Other Services	\$39.00
12725902	6965	MYSTERY SCIENCE INC. – Other Services	\$3,390.00
12725903	6018	NAfME – Membership Dues	\$465.00
12725904	7664	OMEGA LABS INC – Other Services	\$400.00
12725905	1087	TRAVIS C. PADEN – Reimburse-Materials/Supplies	\$161.00
12725906	7765	PANORAMA EDUCATION INC – Other Services	\$17,250.00
12725907	7991	PARENTSQUARE INC – Other Services	\$22,680.00
12725908	5934	PEARSON - CLINICAL ASSESSMENT – Materials/Supplies	\$6,083.18
12725909	1125	PETUNIA'S PLACE – Books	\$47,713.67
12725910	7820	PLAY THERAPY SUPPLY LLC – Materials/Supplies	\$159.48
12725911	2592	PRINCETON HEALTH PRESS – Materials/Supplies, Textbooks	\$11,187.00
12725912	4263	JEREMY PRINCETTA – Reimburse-Other Services	\$14.95
12725913	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$14,777.68
12725914	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$80.71
12725915	4827	RAYMOND GEDDES & CO. INC. – Materials/Supplies	\$257.40

Warrant Register For Warrants

Dated 09/22/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12725916	7525	KAYLA RIVERA – Reimburse-Materials/Supplies	\$67.54
12725917	5898	ANNELIESE ROA – Food Services Reimburse-Materials/Supplies	\$58.01
12725918	5175	ROSETTA STONE – Other Services	\$4,095.00
12725919	5067	RUSSELL SIGLER INC – Materials/Supplies	\$3,324.31
12725920	2985	ELIZABETH SASSELLI – Reimburse-Materials/Supplies	\$102.26
12725921	1303	SAVE MART SUPERMARKETS – Materials/Supplies	\$143.68
12725922	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$53.95
12725923	7601	SEESAW LEARNING INC – Other Services	\$2,500.00
12725924	6122	SHI INTERNATIONAL CORP – Other Services	\$12,500.00
12725925	1356	SILVAS OIL COMPANY INC. – Materials/Supplies	\$1,327.58
12725926	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$899.90
12725927	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$13.98
12725928	3800	SONITROL OF FRESNO – Other Services	\$7,823.88
12725929	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$94,906.30
12725930	4347	THERAPY SHOPPE INC – Materials/Supplies	\$103.94
12725931	3325	TOTAL IMAGE MOBILE DETAILING – Other Services	\$175.00
12725932	4064	TULARE COUNTY OFFICE OF ED – Travel/Conference	\$130.00
12725933	8223	TYNKER – Other Services	\$3,000.00
12725934	1508	U.S. POSTAL SERVICE (CMRS-POP) - Postage	\$4,000.00
12725935	3154	UPS – Postage	\$31.62
12725936	21	VISALIA ADVENTURE PARK – Roosevelt Field Trip	\$2,395.00
12725937	5426	PER WESTLUND – Other Services	\$300.00
12725938	2667	WHYTRY LLC – Other Services	\$8,000.00
12725939	6435	ZOHO CORP – Other Services	\$1,295.10

Total Amount of All Warrants:

\$1,149,252.15

Credit Card Register For Payments

Dated 09/22/2023

Document Number	Vendor Number	Vendor Name	Amount
14037061	3089	COMMITTEE FOR CHILDREN – Other Services	\$2,719.00
14037062	4125	DISCOUNT SCHOOL SUPPLY – Materials/Supplies	\$589.82
14037063	509	EWING IRRIGATION PRODUCTS – Materials/Supplies	\$2,771.09
14037064	599	GOPHER SPORT – Materials/Supplies	\$3,855.39
14037065	7035	GREAT MINDS – Materials/Supplies, Textbooks	\$126,368.80
14037066	806	KINGS COUNTY TROPHY – Materials/Supplies	\$3,067.36
14037067	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$1,155.00
14037068	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$1,141.91
14037069	6749	LIVESCHOOL – Other Services	\$3,960.25
14037070	1802	MEDALLION SUPPLY – Materials/Supplies	\$213.52
14037071	1002	MORGAN & SLATES INC. – Materials/Supplies	\$116.42
14037072	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$424.50
14037073	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$9,056.91
14037074	2524	ROCHESTER 100 INC. – Materials/Supplies	\$775.00
14037075	1345	SHIFFLER EQUIPMENT SALES INC. – Materials/Supplies	\$1,081.58
14037076	1466	TERMINIX INTERNATIONAL – Food Services-Other Services	\$40.00
Total Amount of All Credit Card Payments:			\$157,336.55

**Warrant Register For Warrants
Dated 09/27/2023**

Warrant Number	Vendor Number	Vendor Name	Amount
12726253	3962	KINGS COUNTY GLASS – SERVICES/REPAIRS	\$250.00
12726254	838	LAWRENCE TRACTOR COMPANY – MATERIALS/SUPPLIES	\$595.37
12726255	7260	LOWE'S PRO SERVICES – MATERIALS/SUPPLIES	\$3,466.35
12726256	8100	NAPA AUTO PARTS – MATERIALS/SUPPLIES	\$1,264.39
12726257	5510	NEWEGG.COM – MATERIALS/SUPPLIES	\$496.23
12726258	3131	SHERWIN-WILLIAMS CO – MATERIALS/SUPPLIES	\$245.11
12726259	1367	SISC III – HEALTH/WELFARE BENEFITS	\$667,903.00
12726260	1521	UNITED REFRIGERATION INC. – MATERIALS/SUPPLIES	\$3,954.85

Total Amount of All Warrants:**\$678,175.30**

Warrant Register For Warrants

Dated 09/29/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12726630	8261	COURTNEY ABBOTT – Reimburse-Other Services	\$39.00
12726631	6240	COREY AKIN – Reimburse-Travel/Conference, Mileage	\$670.76
12726632	6650	MONICA ALBERT – Reimburse-Materials/Supplies	\$196.28
12726633	6431	AMAZON.COM – Materials/Supplies, Books	\$5,526.34
12726634	6253	AT&T – Telephone Communications	\$2,823.91
12726635	113	BARNES AND NOBLE-5886056 – Books, Materials/Supplies	\$477.99
12726636	176	BSN SPORTS – Warehouse Inventory	\$1,788.39
12726637	4911	CALIFORNIA DEPT. OF EDUCATION – Roosevelt/Richmond Mod Projects	\$874.01
12726638	6468	NICOLE CARTLEDGE – Reimburse-Materials/Supplies	\$48.21
12726639	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$2,432.43
12726640	6552	CHILDREN'S STORYBOOK GARDEN – Study Trips	\$4,860.00
12726641	3839	CREATIVE THERAPY STORE – Materials/Supplies	\$292.38
12726642	6190	CUSTOMINK – Materials/Supplies	\$5,320.57
12726643	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$189.78
12726644	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$11,045.65
12726645	2297	FRESNO ROOFING CO. INC. – Monroe/Lincoln Projects	\$111,576.50
12726646	1393	GAS COMPANY – Utilities	\$197.06
12726647	8264	VICTOR GRAY – Reimburse-Other Services	\$25.00
12726648	7251	NICHOLAS GRILLIAS – Reimburse-Materials/Supplies	\$29.99
12726649	7228	SAMANTHA HERNANDEZ – Reimburse-Travel/Conference	\$56.16
12726650	2188	THE HOME DEPOT PRO – Materials/Supplies, Warehouse Inventory	\$7,040.27
12726651	4846	KINGS AREA RURAL TRANSIT – Other Services	\$150.00
12726652	796	KINGS COUNTY OFFICE OF ED – Travel/Conference	\$600.00
12726653	912	MANGINI ASSOCIATES INC. – WW/JFK HVAC Projects	\$11,994.46
12726654	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,661.75
12726655	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies, Warehouse Inv	\$1,084.77
12726656	5934	PEARSON - CLINICAL ASSESSMENT – Other Services	\$71.00
12726657	1125	PETUNIA'S PLACE – Books	\$9,160.04
12726658	8262	JANET PIMENTEL – Reimburse-Other Services	\$25.00
12726659	2799	ROLLER TOWNE – Richmond Field Trip	\$1,042.50
12726660	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$134.34
12726661	7337	JAMEE SERRATO – Reimburse-Materials/Supplies	\$32.04
12726662	8265	ROSE SHAPLEY – Reimburse-Other Services	\$39.00
12726663	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$147.28
12726664	8064	DANIELLE SOLORIO – Reimburse-Other Services	\$25.00
12726665	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$92,096.26
12726666	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$9,579.40
12726667	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$13,512.44
12726668	5774	TEACHER SYNERGY LLC – Materials/Supplies	\$1,611.96
12726669	3749	ULINE INC – Materials/Supplies	\$317.53
12726670	1558	VERIZON WIRELESS – Telephone Communications	\$1,597.62
12726671	21	VISALIA ADVENTURE PARK – Hamilton Field Trip	\$2,791.00
12726672	5426	PER WESTLUND – Other Services	\$600.00

Total Amount of All Warrants:

\$306,784.07

Credit Card Register For Payments
Dated 09/29/2023

Document Number	Vendor Number	Vendor Name	Amount
14037141	4876	BRAIN POP – Other Services	\$9,578.19
14037142	5428	CONSERV FLAG COMPANY – Materials/Supplies	\$196.46
14037143	1121	PERMA-BOUND – Books	\$27,635.30
14037144	1147	POSITIVE PROMOTIONS – Materials/Supplies	\$272.20
14037145	1313	SCHOLASTIC TEACHERS STORE – Books	\$1,143.30
14037146	5391	STARFALL EDUCATION – Other Services	\$355.00
Total Amount of All Credit Card Payments:			\$39,180.45

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 27, 2023

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 27, 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 Garcia, Garner, Hernandez and Strickland were present.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, David Endo, Javier Espindola, Ramiro Flores, Amy Fochetti, Matt Gamble, David Goldsmith, Lucy Gomez, Robert Heugly, Jennifer Levinson, Jaime Martinez, William Potter, Jill Rubalcava, Cruz Sanchez-Leal, and Jay Strickland.

CLOSED SESSION

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

- Personnel pursuant to Government Code 54956.9

Open Session Trustees returned to open session at 6:09 p.m.

Personnel During the closed session, the Board took action to approve a resignation agreement regarding permanent classified employee number 42859 effective October 1, 2023. The motion carried by the following roll call vote:

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

The motion carried by a vote of 5 to 0.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments Travis Paden, 8th grade teacher at WW, was in attendance to speak regarding the donation from FAST Credit Union – School Sponsorship to Ramsey Solutions. Travis worked with FAST Credit Union to provide an online Dave Ramsey Middle School Finance Course for students at WW. Students are very excited. Paula Lehn from FAST Credit Union stated they are very excited HESD could take on this course. Students will have the opportunity to learn about finance, a life skill. She wanted to thank HESD for partnering with them.

Board and Staff Comments Trustee Garner stated he agreed and appreciates the program is being offered.

**Requests to
Address the
Board**

None

**Dates to
Remember**

President Revious reviewed dates to remember: Elementary Football & Softball Games – October 5th; Elementary Football & Softball Games – October 9th; Harrier Classic (Cross Country Junior High) – October 10th; Regular Board Meeting – October 11th.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated September 8, 2023 and September 15, 2023.
- b) Minutes of the Regular Board Meeting held on September 13, 2023.
- c) Interdistrict transfers as recommended.
- d) Donation of \$500.00 from Wonderful Giving.
- e) Donation of \$2,500.00 from Woodrow Wilson Parent Teacher Club.
- f) Donation of \$2,500.00 from FAST Credit Union – School Sponsorship to Ramsey Solutions.
- g) Donation of 100 backpacks and \$1,000.00 from Bank of the Sierra.

Trustee Garcia thanked all donors for their donations.

INFORMATION ITEMS

**Monthly
Financial
Reports**

- a) David Endo, Chief Business Official, presented for information the monthly financial reports for the of 07/01/2023 – 08/31/23. Everything is going according to plan.

2023-24 LCAP

- b) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information the 2023-2024 Hanford Elementary

School District Local Control Accountability Plan Revisions that includes Kings County Office of Education's recommendations.

- BP/AR 6174** c) Lucy Gomez, Director, presented for information the revised Board Policy & Administrative Regulation:
- 6174 – Education for English Learners
- BP 5141.5** d) Jay Strickland, Assistant Superintendent, presented for information the Board Policy:
- 5141.5 – Mental Health
- PB/AR 5141.6** e) Jay Strickland, Assistant Superintendent, presented for information the Board Policy and Administrative Regulation:
- 5141.6 – School Health Services
- BP 6159.2** f) Jay Strickland, Assistant Superintendent, presented for information the revised Board Policy:
- 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education
- Attached Listing** g) Jaime Martinez, Assistant Superintendent, presented for information the retitling and renumbering revisions to Board Policies and Administrative Regulations:
- Attached listing

BOARD POLICIES AND ADMINISTRATION

- a) Trustee Strickland made a motion to approve the Memorandum of Understanding with Sinclair Research Group to provide the Induction Program a complete program evaluation of the Clear Administrative Services Credential. Trustee Garcia seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- b) Trustee Strickland made a motion to approve the Memorandum of Understanding with Sinclair Research Group to provide a complete program evaluation of the General Education and Education Specialist Teacher Induction Programs. Trustee Garcia seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

- c) Trustee Hernandez made a motion to approve a consultant contract with Merced County Office of Education – North Valley Leadership. Trustee Garcia seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- d) Trustee Garcia made a motion to approve the Plan of Work with Tulare County Office of Education to work with Jefferson teachers. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- e) Trustee Strickland made a motion to approve to rescind American Inc's bid for procurement of equipment for the John F Kennedy HVAC replacement project due to clerical error. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- f) Trustee Strickland made a motion to approve the award to American Inc. for procuring equipment for the John F. Kennedy Classroom HVAC project. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- g) Trustee Garcia made a motion to approve the Administrative Regulation 5113 – Absences and Excuses. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- h) Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation 6173 – Education for Homeless Children. Trustee Hernandez seconded; motion carried 5-0:

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

- i) Trustee Garcia made a motion to approve the revised Board Policy and Administrative Regulation 6173.1 – Education for Foster Youth. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- j) Trustee Garcia made a motion to approve the of revised Board Policy 4030 – Nondiscrimination in Employment. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- k) Trustee Hernandez made a motion to approve revised Board Policy 4112.2 - Certification. Trustee Garcia seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- l) Trustee Garcia made a motion to approve revised Administrative Regulation 4112.2 – Certification. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes
- m) Trustee Garcia made a motion to approve revised Exhibit 4112.9/4212.9/4312.9 – Employee Notifications. Trustee Hernandez seconded; motion carried 5-0:
 - Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

- n) Trustee Garcia made a motion to approve revised Administrative Regulation 4161.8/4261.8/4361.8 – Family Care and Medical Leave Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

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

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

Item “a” – Employment

The following items were approved:

Classified

- Citlaly Cisneros, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/2023
- Madison Hood, Special Education Aide – 5.0 hrs., Monroe, effective 9/18/23
- Kendra Nolen, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 9/5/23
- Maricruz Pacheco-Barajas, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/23

Classified Temps/Subs

- Hannah Barajas, Substitute Licensed Vocational Nurse, effective 9/14/23
- Luis Botello, Substitute Yard Supervisor, effective 9/13/23
- Anthony Diaz, Substitute Custodian II, effective 9/14/23
- Fernando Martinez, Substitute READY Program Tutor, effective 9/11/23
- Jose Rojas, Athletic Coach, effective 8/31/23
- Sara Rubio-Dreading, Substitute Paraprofessional (TK/K) and Yard Supervisor, effective 9/12/23

More Hours/Days

- Ruby Hernandez, from Food Service Worker I – 3.0 hrs., King, to Food Service Worker I – 3.25 hrs., Washington, effective 9/18/23

Voluntary Transfer

- Raquel Ramirez, from Special Education Aide – 5.0 hrs., Monroe to Special Education Aide – 5.0 hrs., Lincoln, effective 9/18/23

Short Term Classified

- Aracelia Mendez, Short-Term Yard Supervisor – 3.25 hrs., Simas, effective 9/5/23-10/27/23
- Amber McRoberts, Short-Term Yard Supervisor – 1.75 hrs., Monroe, effective 9/5/23-10/27/23
- Abigail Olguin-Serna, Short-Term Substitute Telephone Clerk – 8.0 hrs., Human Resources, effective 9/5/23-12/15/23

Temporary Out of Class Assignment

- Jarrod King, from Special Education Aide – 5.0 hrs., Wilson to Student Specialist – 8.0 hrs., Simas, effective 8/22/23-10/27/23

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

- Luis Botello, Boys 4-6th Football, Roosevelt, effective 8/28/23-11/4/23
UPDATED
- Eric Gonzales, Girls 6-8th Volleyball, Jefferson, effective 8/21/23-10/13/23
- Jose Rojas, Boys 4-6th Football, Monroe, effective 8/31/23-11/4/23
- Kelvin Shepherd, Boys 8th Football, Wilson, effective 8/21/23-10/25/23

***Item "b" –
Resignations***

Classified

- Juliana Evans, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/15/23
- Emily Lerma, Yard Supervisor – 2.5 hrs., Hamilton, effective 9/12/23
- Jessica Strown, Substitute Clerk Typist I, effective 8/14/23

***Item "c" -
Volunteers***

<u>Name</u>	<u>School</u>
Emily Barragan	District Office
Reyna Bribiesca-Ruiz	Hamilton/Richmond/Lincoln
Abigail Quintero	Hamilton
Juana Aguilar (HESD Employee)	Jefferson
Christina Gonzales (HESD Employee)	Jefferson
Roman Gonzales (HESD Employee)	Jefferson
Sara Rubio-Dreading (HESD Employee)	Jefferson
Norma Rodriguez Lopez	Kennedy
Rosa Avila	King
Yesenia Gomez	King
Mayra Osornio	King
Klarissa Perez	King
Alexa Ruiz-Ibarra	Lincoln/Simas
Stephanie Medrano	Lincoln
Joselin Delgado	Monroe
Marlin Villanueva	Monroe
Jessicca Maris	Richmond
Megan Martinez	Richmond
Sintia Salgado Becerra	Richmond
Jessica Silva	Richmond
Griselda Delgado Mosquedsa	Roosevelt
Elizabeth Martinez	Roosevelt
Claudia Reyes	Roosevelt

Patricia (Trish) Sozinho	Roosevelt
Brooke Adams	Simas
Amber McRoberts (HESD Employee)	Simas/Wilson
Maya Mendez	Simas
Carey Mendez	Simas
Diane Ronquillo	Simas
Stephanie Harrah	Washington
Amanda Smith (HESD Employee)	Washington
Guadalupe Valdez	Washington

FINANCIAL

Adjournment There being no further business, President Revious adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Lupe Hernandez, Clerk

No	Reason	A/D	Sch Req'd	Home Sch	Date
I-250	CC	A	King	Armona	10/02/2023
I-251	O	A	Monroe	Armona	10/02/2023
I-252	O	A	Monroe	Armona	10/02/2023

No	Reason	A/D	Sch Req'd	Home Sch	Date
O-199	CC	A	Lemoore	Hamilton	10/02/2023

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jennifer Levinson

DATE: October 2, 2023

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

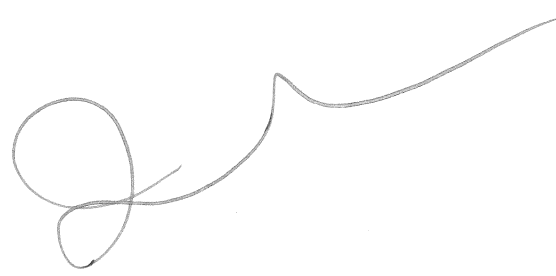
Date you wish to have your item considered: October 11, 2023

ITEM: Consider approval of donation of pumpkins from Jeff Levinson, Inc. LLC

PURPOSE: Consider approval of donation of 150 pumpkins from Jeff Levinson, Inc. LLC to Monroe Elementary.

FISCAL IMPACT (if any): \$650.00

RECOMMENDATION (if any): Approve donation.



HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: October 3, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 11, 2023

ITEM: Quarterly report (07/01/23 - 09/30/23) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

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

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

For the first quarter of 2023-2024 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None**RECOMMENDATIONS:** None

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: Hanford Elementary School District

Person completing this form: Jessica Valencia Title: Administrative Assistant

Quarterly Report Submission Month/Quarter:
(check one)

- ☒ October 1st Quarter (7/1-9/30)
☐ January 2nd Quarter (10/1-12/31)
☐ April 3rd Quarter (1/1-3/31)
☐ July 4th Quarter (4/1-6/30)

Quarterly Report Submission Year: 2023-2024

Date for information to be reported publicly at governing board meeting: October 11, 2023

Please check the box that applies:



No complaints were filed with any school in the district during the quarter indicated above.



Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Joy C. Gabler

Print Name of District Superintendent

Signature of District Superintendent

Date

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: October 3, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 11, 2023

ITEM: Consider adopting Resolution #10-24: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the September 13, 2023 meeting due to illness.

FISCAL IMPACT: Not to exceed \$262.50.

RECOMMENDATIONS: Adopt Resolution #10-24.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 10-24**

**Board of Trustees
Hanford Elementary School District**

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

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

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

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held September 13, 2023 due to:
 - ☐ performing services outside the meeting for the school district
 - ☒ illness
 - ☐ jury duty
 - ☐ hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 11th day of October, 2023 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Timothy Revious, President

Greg Strickland, Vice-President

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Bill Potter

DATE: 10/02/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM:

Consider approval of a Memorandum of Understanding with Hanford Joint Union High School District (HJUHSD) regarding transportation services.

PURPOSE:

HJUHSD is experiencing a shortage of bus drivers and has requested that Hanford Elementary School District (HESD) help in covering its obligations. While HESD is currently fully staffed in the transportation department, there could be instances when driver availability becomes an issue and have asked HJUHSD to reciprocate the offer.

FISCAL IMPACT:

Dependent on the level of use.

RECOMMENDATIONS:

Approve the Memorandum of Understanding with Hanford Joint Union High School District regarding transportation services.

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN HANFORD
ELEMENTARY SCHOOL DISTRICT AND HANFORD JOINT UNION HIGH SCHOOL
DISTRICT REGARDING TRANSPORTATION SERVICES**

This Memorandum of Understanding (hereinafter “MOU”) is made and entered this 2nd day of October 2023, by and between the Hanford Elementary School District (hereinafter “HESD”) and the Hanford Joint Union High School (hereinafter “HJUHS”).

RECITALS:

- A. HJUHS and/or HESD may be providing transportation services as needed to each other for the 2023-2024 school year.
- B. HJUHS and HESD has the experience and resources to provide transportation services to students.
- C. HESD and HJUHS had the responsibility, experience, and expertise to oversee and collaborate with each other on the effectiveness and overall success of the transportation services.

Accordingly, HESD and HJUHS hereby agree to the following:

- 1. Term. This MOU is a one (1) year agreement for the school year of 2023-2024, or until there is no further need.
- 2. Scope of Work:
 - a. These transportation services are to be provided on an as needed basis.
 - b. Transportation services will be coordinated between the respective transportation departments.
- 3. Compensation. HESD and/or HESD agree to pay each other an agreed upon amount based on the transportation services.
- 4. Invoices.
 - a. HJUHS and/or HESD agree to invoice each respective Fiscal Services Department.
 - b. Each Department will be billed for every transportation service as needed between HESD and HJUHS.
 - c. HJUHS and/or HESD agree to pay invoices in full within 30 days of receipt of the aforementioned invoices.
- 5. Indemnification.
 - a. General Indemnification for HESD. HJUHS shall hold HESD, its elected officials, agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims, and damages for injury to person or property, and related costs and expenses (including

- reasonable attorney's fees), arising out of any act or omission of HJUHS, its agents, officers, employees, or volunteers, during the performance of its obligations under this MOU.
- b. **General Indemnification for HJUHS.** HESD shall hold HJUHS, its elected officials, agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims, and damages for injury to person or property, and related costs and expenses (including reasonable attorney's fees), arising out of any act or omission of HESD, its agents, officers, employees, or volunteers, during the performance of its obligations under this MOU.
 - c. **Indemnification obligations shall survive termination until expiration of statute of limitations or unless sooner terminated by mutual written agreement of the parties.**
6. **Binding Effect.** This agreement shall inure to the benefit of and shall be binding upon the HESD and HJUHS and their respective successors and assigns.
 7. **Severability.** If any provision of the Agreement shall be held invalid or unenforceable by a court of competence jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.
 8. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written agreement signed by HESD and HJUHS.
 9. **Termination.** HJUHS and HESD agree that a minimum of third (30) day verbal or written notice of cancellation of this contract by either party is required, unless a lesser amount of notice is agreed to by both parties.
 10. **Anti-Discrimination.** It is the policy of HJUHS and HESD that there shall be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, sex or religious creed. Therefore, both parties agree to comply with all applicable Federal and state laws regarding discrimination.

IN WITNESS WHEREOF, the parties have executed this MOU hereto, upon the date indicated next to their respective signatures and this MOU shall become effective of the date first written above.

Dated: _____

By: _____
Joy Gabler, Superintendent
Hanford Elementary School District

Dated: _____

By: _____
Victor Rosa, Superintendent
Hanford Joint Union High School District

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: October 4, 2023

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

FOR: () Information
(X) Action

Date you wish to have your item considered October 11, 2023

ITEM:

Consider approval of Architectural Services Agreement with Mangini & Associates Inc for the Construction of a new TK/Kindergarten Wing at Monroe Elementary School.

PURPOSE:

To provide design and construction management services for the new building.

FISCAL IMPACT

Estimated Cost is \$

RECOMMENDATION:

Approve Architectural Services Agreement with Mangini & Associate inc. for the new KTK/Kinder wing at Monroe Elementary.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jay Strickland

DATE: 9/27/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 11, 2023

ITEM: Consultant Contract between Nathan Houston and HESD**PURPOSE:** To provide instruction to READY Expanded Learning Program staff on Social Emotional Learning during Professional Development training.**FISCAL IMPACT:** Cost of the training for full program staff is \$4,000.00
0100-2600-0-1110-4000-580009-020-0000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on October 11, 2023, between the Hanford Elementary School District and Nathan Houston (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:
To provide an #iAmImpact SEL session will be a high energy and interactive focus on social and emotional learning, how this process impacts staff, students, schools and communities to READY Program Staff for the purposes of Professional Development Training on October 16, 2023.

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 Nathan Houston
the sum of Four thousand Dollars Dollars (\$ 4,000.00) for such services.

<u>Nathan Houston</u>	<u>Nathan Houston</u>		
Consultant Signature	Consultant Name		
<u>1076 Lake Glen Way</u>	<u>SACRAMENTO</u>	<u>CA</u>	<u>95822</u>
Consultant's Address	City	State	Zip Code

[Signature]
Principal/Department Head Signature

[Signature]
Other Authorizing Signature

Budget Account Number:

0100-2600-2-1110-4000-580009-020-0000

Board Approved: _____

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

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)



September 25, 2023

Attention: READY

Reference: #iAmImpact Training Proposal

Greetings Jennifer,

Thank you first and foremost for considering #iAmImpact as your training partner. Please allow #iAmImpact to share why we believe in your desire to create a training experience that is student centered, safe, equitable, welcoming, and how it fits into our strategic plan and value system.

About #iAmImpact

#iAmImpact is not a particular program or blueprint but a mindset and philosophy. We believe each person has been given a gift to positively impact the world. We are on a mission to positively impact the world by way of training, workshops, keynotes, liberatory coaching, and intentional dialogue. #iAmImpact holds over 30 years of combined experience with Expanded Learning Programs that serve diverse communities throughout California. #iAmImpact has worked on numerous committees with the California Afterschool Network and California Department of Education Expanded Learning Division to increase the quality of youth programs. #iAmImpact has conducted trainings and multiple workshops and seminars that have focused on California Expanded Learning Program Quality Standards, Social Emotional Learning (SEL) Restorative Practices through Circling, and the After-School Education & Safety (ASES) grant compliance to various organizations throughout California.

#iAmImpact Theory of Change

#iAmImpact believes the work starts with adults who are supporting young people. Equipping adults with the #iAmImpact philosophy through intentional dialogue and exploration builds positive community and culture. We believe in not just building role models but real models. We believe that building culture through shared values and dialogue will allow staff to have a sense of belonging to the after school community. This model allows all members of the afterschool community to contribute, feel safe, be inspired for change, work toward the best future, and bring their unique gifts forward. We are working to ensure that *all* young people have someone they can call a positive impactful adult.

Our Vision: To inspire leaders from the inside out to impact the world.

Our Mission: Cultivating relationships to help others walk in the fullness of themselves.



Our Values: AUTHENTICITY, COMMUNITY, WHOLENESS, LOVE



We are guided by **AUTHENTICITY**: We find pleasure in showing up as ourselves. Our Authenticity is not dictated by our environment but instead exists throughout all things.



We are guided by **COMMUNITY**: We lean into community and believe that community is the guiding light, where people come together to fulfill purpose.



We are guided by **WHOLENESS**: It is our belief that we are most powerful and influential when we show up whole. We want to provide opportunities for people to feel safe enough to show up wholly.



We are guided by **LOVE**: We build trust through caring and putting our hearts in our work. We understand that love is a verb and must be accompanied with action.



After our consultation and reviewing your “ask”, here is an overview of what #iAmImpact will offer your team.

In alignment with the Expanded Learning Quality Standards and READY’s mission, our training will integrate seamlessly in an effort to help READY’s staff embed SEL opportunities, build and model healthy social/emotional skills and promote positive experiences. Executing our #iAmImpact strategy will help staff to increase collaboration and communication with students starting with the adults first. Our training approach is practical, promotes diversity, connection and wellbeing.

Furthermore, our training will be tailored to assist READY accomplish its mission of helping you learn, have fun and feel good about themselves. We believe the following training modules will best fit and support Beyond the Bell’s two full training days.

#iAmImpact “It starts with me but doesn't end with me.” SEL session

#iAmImpact “T.E.A.M’ Building Session

Month	Number of Sessions	Time of Sessions	Topics Covered
October 16, 2023	One	90 minutes	Social Emotional Learning Team Building Positive Experiences

#iAmImpact SEL Session Overview

This #iAmImpact SEL session will be a high energy and interactive focus on social and emotional learning, how this process impacts staff, students, schools and communities. The #iAmImpact SEL workshop explores the possibilities of what can happen when we are intentional with embedding SEL into the fabric of our programs and workspaces. Participants will explore practical ways to incorporate SEL.

Outcomes:

- SEL defined
- Hands on SEL activities
- Aligning SEL to Expanded learning quality standards



- Apply SEL strategies

Social Emotional Learning Competencies & Quality Standards:

- Self-Awareness
- Self-Management
- Safe and Supportive Environment
- Quality Staff
- Clear Mission and Vision
- Healthy Choices and Behavior

#iAmImpact Presents- Team Building Workshop “T.E.A.M”

This T.E.A.M workshop is not a particular program or blueprint but an invitation into intentional dialogue and exploration of what the community needs to ensure all members feel safe, connected and supported. In this high energy workshop participants will learn strategies to support their colleagues and students in a deeper and meaningful way. In order to build the best T.E.A.M it is important to have clear and safe communication. This workshop will dive into 5 components to help take your T.E.A.M to the next level.

Outcomes:

- Define TEAM
- Explore three TEAM Components
- Aligning Your TEAM to the Quality Standards
- Applying TEAM strategies

Social Emotional Learning Competencies & Quality Standards:

- Self-Awareness
- Self-Management
- Safe and Supportive Environment
- Quality Staff
- Clear Mission and Vision
- Healthy Choices and Behavior



#iAmImpact would offer these 2 topic 90 minute training session, slide decks and training materials for \$4,000.00.

We look forward to partnering with READY to help train and support the expanded learning practitioner community in making an IMPACT.

Warmest Regards,

Nathan Houston
Founder & CEO #iAmImpact



HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jay Strickland

DATE: 10/2/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

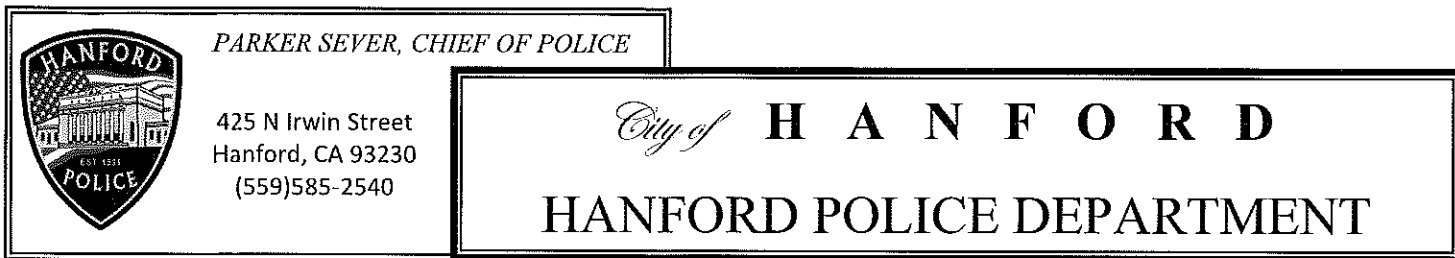
Date you wish to have your item considered: October 11, 2023

ITEM: Consultant Contract between Hanford Police Department and the Hanford Elementary School District

PURPOSE: To provide staff members from HPD to attend collaboration meetings to facilitate services and provide support to the afterschool program.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve



Interagency Memorandum of Understanding

Participants

This agreement is entered between the Hanford Elementary School District and the Hanford Police Department.

Purpose

The Recreation, Enrichment, Academics Devoted to Youth ("READY") Program is a program that works collaboratively with outside agencies to:

- a. To provide an enriching educationally rich opportunity for students that provides homework assistance, supports literacy development in English language arts and advances students understanding of mathematics.
- b. To provide a safe and healthy environment where students can participate in enriching activities in the arts, as well as recreational activities to enhance gross and fine motor development.

Goal

The goal of the program is to produce measurable improvements for students in the areas of academic performance, motor development and social behavior through a quality, no cost afterschool program. The program includes a strong evaluation component for that purpose.

Commitments

The District shall provide the following services at the levels set out in the attached Schedule A.

- a. Provide awareness of the program to students, teachers, parents and community.
- b. Provide assistance of data collection for purposes of program evaluation.
- c. Provide close coordination with existing school and community programs.
- d. Provide necessary forms for accountability and evaluation purposes.
- e. Serve as the fiscal agent as required for the funding source including completion of all required financial reports and maintenance of accurate records through the Assistant Superintendent.
- f. Provide telephone, cell phone, printer and computer equipment and services.
- g. Provide for duplication of materials.
- h. Provide use of a fax machine.
- i. Provide CPR and First Aid training for required staff members.
- j. Provide certificated staff to provide support in the development of academic activities.
- k. Provide principal leadership for the program.
- l. Provide background check, fingerprinting and TB tests for staff members.
- m. Provide ongoing maintenance and custodial services.
- n. Provide training to staff in areas of grant requirements, attendance reporting, curriculum collaboration, accountability, special education, behavior modifications and health issues.
- o. Provide support to students and staff for students with special educational needs.
- p. Provide support to students and staff for students with health needs.
- q. Provide daily nutritious snacks to students.

The Hanford Police Department shall provide the following services:

- a. Provide staff members to attend collaboration meetings to facilitate services and provide support to the afterschool program.
- b. Provide staff to participate in attendance events which promotes school and after school attendance and supports the relationship between law enforcement and students.
- c. Provide presentations to students on safety, gang violence, and drug abuse.
- d. Provide emergency response services and support to the program staff, parents and children.

Terms

This agreement shall commence on July 1, 2023 and remain in full force and effect until June 30, 2024.

The terms of this agreement may be re-negotiated by request by either party upon thirty (30) days prior (written) notice to the other party.

Signatures

The responsibilities are agreed to by the following authorized signatories:

Signature: _____ Date: _____

Name: Joy Gabler

Title: Superintendent

Agency: Hanford Elementary School District

Signature:  _____ Date: 10/4/23

Name: Parker Sever

Title: Chief of Police

Agency: Hanford Police Department

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 2, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 11, 2023**

ITEM: Hear public comments and consider approval of negotiated amendments to the 2022-2025 Collective Bargaining Agreement with the Hanford Elementary Teachers Association (HETA).

PURPOSE: To comply with the requirement of Government Code Section 3547 for hearing of public comments prior to approval of amendments to HETA's 2022-2025 Collective Bargaining Agreement and authorize implementation of the Tentative Agreements. HETA ratified the Tentative Agreement on September 29, 2023

FISCAL IMPACT: The costs of the negotiated contract amendments and funding sources are attached.

RECOMMENDATION: Hear public comments and approve amendments.

ARTICLE 20: SALARY

A. Salary Schedules

1. Teacher Salary Schedules and the Nurse Salary Schedule in effect for ~~2021-2022~~ 2022-2023 shall be increased by ~~six point five percent (6.5%)~~ ten percent (10%) effective July 1, ~~2022~~ 2023 (see Appendices A in this Agreement).
2. Teachers shall be compensated in accordance with the Credentialed Teacher Salary Schedule or Non-Credentialed Teacher and Intern Salary Schedule "B", as appropriate.
3. Nurses shall be compensated in accordance with the Nurse Salary Schedule "C", as appropriate.

B. Initial Salary Schedule Placement for Teachers

The following factors shall be considered for initial placement on the Teacher Salary Schedule:

1. Effective with the 2003-2004 school year, year-for-year teaching experience shall be granted for placement on the salary schedule.
 - a. One (1) year of teaching credit shall be given for each year in which teaching service was rendered for seventy-five percent (75%) or more of the teaching year.
 - b. One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract (i.e., two (2) certificated employees sharing one (1) job) or ½ time teacher.

2. Unit computation shall be weighed on a semester-unit basis. Quarter (1/4) units are converted to semester units by multiplying the quarter (1/4) units by two-thirds (2/3).
3. Placement on the appropriate Salary Schedule and Column shall be in accordance with the educational and credential requirements identified on the Salary Schedules.
4. Tenured teachers returning to the District after resigning shall be subject to California Education Code, Sections 44848.
5. For purposes of initial salary schedule placement, teaching experience shall be verified by the District. Initial salary schedule placement shall be based on official transcripts of all college credits received and verified by the District on or before August 12, or on the date of employment if after August 12.
6. The initial offer of employment shall be based on verified units which have been received by the District on the date of the offer of employment.
7. A teacher employed by the District at the time s/he enters military service will be given credit for each year of service experience upon resumption of his/her employment by the District.
8. For initial placement purposes, only upper division and/or graduate units earned **after** receipt of a Bachelor's Degree shall be used, except that such units earned during the semester immediately preceding the receipt of the Bachelor's Degree for which post baccalaureate credit was given by the awarding institution shall also be applied. Post baccalaureate credit must be noted on the transcript.

C. Salary Schedule Advancement for Teachers

1. Advancement from Column to Column is based upon increments of fifteen (15) semester units which were graded "pass" or "C" or better and possession of the required credential.
 - a. Units to be used after initial placement for column to column advancement on the Salary Schedule shall be upper division and/or graduate units.

Lower division courses shall be counted towards column advancement if said courses are taken at the request of the District or if required for Board authorization to teach particular subjects in accordance with California Education Code provisions.
 - b. For column advancement on the Credentialed and/or the Non-Credentialed Teacher Salary Schedules, teachers shall submit official transcripts, report cards, or other means of verification deemed appropriate by the District, by no later than August 12th of each year.
2. Non-credentialed teachers shall be eligible for placement on the Credentialed Teacher Salary Schedule in accordance with the following schedule:
 - a. Effective the first contracted day of the school year, if the District receives verification of the teacher's preliminary credential on or before September 12 of that year; or
 - b. Effective February 1 if the District receives verification of the teacher's preliminary credential on or before February 10.

3. A one-step advancement on the Teacher Salary Schedule shall be granted for each school year in the District if the teacher is in paid status for the equivalent of seventy-five percent (75%) of full-time service of an established work year.
4. One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract in this District (i.e., two (2) certificated employees sharing one (1) job) or teacher working ½ contract.
5. No advancement will be made for less than 50% of a full contract worked.

D. Teaching Stipends

1. The following teachers shall, in addition to their basic annual salary, be paid an annual responsibility stipend, for assignments as follows:

a.	Resource Specialist Program Teacher	\$2,000.00
b.	Special Day Class Teacher	\$2,500.00
c.	Jefferson Charter Academy Spanish Bilingual Teacher with BCLAD certification in Spanish	\$2,000.00
d.	Jefferson Charter Academy Spanish Bilingual Teacher <u>with CTC BCLAD waiver or emergency permit</u> without BCLAD certification in Spanish	\$1,200.00
e.	Combination Class Teacher	\$1,500.00
f.	Split Assignment (two or more schools) (does not include band teachers)	\$ 825.00
g.	Community Day School Teacher	\$3,500.00
h.	Instructional/Induction Coach	\$4,000.00
i.	Master's Degree	\$1,200.00

- Payment of these stipends shall be incorporated into the teacher's regular monthly salary payments, on a pro-rata basis.

1. Nurses new to the District shall normally be placed on Step 1 of Schedule "C".
Initial placement of school nurses up to Step 3 of Schedule "C" may be considered to factor in for prior School Nursing experience and/or to ensure salary advancement.
2. Nurses who worked at least 75% of the student days during an established work year shall advance each year to the next step.
3. Nurses are paid based on Salary Schedule "C" and therefore not eligible for longevity steps as available on the Credentialed Teacher Salary Schedule.

1. Any certificated employee who accepts the extension of his/her work year beyond the regular work year, as otherwise established herein, shall be paid at his/her regular per diem rate, if said extended period immediately precedes or follows the regular work year. Any teacher who agrees to provide service(s) to the District at times that do not immediately precede or follow the regular work year shall be paid at rates to be established by the District.
2. Daily Rate of Pay means the teacher's annual salary divided by the number of days in the established work year, except as otherwise provided for in this Agreement.

3. Hourly Rate of Pay means the Daily Rate of Pay divided by eight (8), except as otherwise provided in this Agreement.
4. The Average Hourly Rate of Pay for all bargaining unit members will be calculated by increasing the existing rate by the cost of living adjustment agreed to by the bargaining unit for that year. If there is no cost of living adjustment for a designated school year, the Average Hourly Rate of Pay will remain unchanged.
5. The sharing of teaching contracts shall not result in additional or unreasonable burden to the district. Teachers on a shared contract shall be paid the per diem rate that equals fifty percent (50%) of their annual salary rate divided by fifty percent (50%) of the number of work days for full time teachers for each work day in the shared contract period.
6. Certificated unit members assigned to more than one school site during an instructional day shall be entitled to mileage in accordance with Board Policy.

FOR THE DISTRICT:

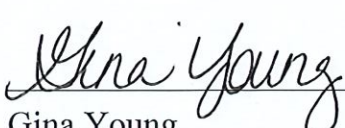
FOR HETA:



Jaime Martinez, Chief Negotiator
Hanford Elementary School District

9/18/23

Date



Gina Young
Negotiations Chair

9/18/23

Date

ARTICLE 18: EMPLOYEE GROUP HEALTH AND WELFARE INSURANCE BENEFITS

A. Full-time Employees

For each member of the bargaining unit who is a full-time employee, the District shall provide the following health and welfare benefits to the unit member and his/her eligible dependents; effective the first of the month following the first day in paid status or eligibility subject to timely submission of enrollment forms:

1. Medical Insurance:

Prudent Buyer Hospital/Prudent Buyer Professional Services medical insurance, Plan 80-G \$30.00, administered by Self-Insured Schools of California (SISC) under a Joint Powers Agreement (JPA). The benefits of the Plan shall be in accordance with the Plan description presented by SISC to the Association and any future amendments thereto approved by the JPA.

- a. The SISC medical insurance program shall include chiropractic services, a behavioral health program, and prescription drug benefits under a SISC pharmacy and mail order program.
- b. Disputed claims which have not been resolved by the normal claims administration process shall be directed to the SISC Claims Administrator according to the appeal process identified in the SISC Medical Plan Document.

2. Dental Insurance

An incentive 70, 80, 90, 100 percent dental insurance program.

3. Vision Insurance

A vision insurance plan substantially equal to the plan in effect on June 30, 1995.

4. **Life Insurance**

- a. A level term life insurance plan paying on the death of a bargaining unit member under age 65, from any cause authorized by the plan provider, the amount of fifty thousand dollars (\$50,000) to the beneficiary named by the unit member. Bargaining unit members over age 65 shall be eligible for a reduced benefit amount as set forth in the policy established by the insurance company. Benefits terminate upon retirement or upon termination of active employment (under age 65). However, early retirees may continue life insurance benefits at their own expense if they meet eligibility criteria of an employee retiring as stated under section E.1.b.
- b. During unpaid leave for any reason, life insurance will be discontinued (per the insurance company) unless a waiver of premium is requested by the employee and approved by the insurance company or the unpaid leave qualifies under a protected status.

5. Effective October 1, 2022 2023 and continuing through September 30, 2023 2024 and thereafter, the maximum monthly District contribution toward the total premium costs for these benefits set forth above shall be \$1324.41 \$1411.41 per month per employee or a maximum annual District contribution of \$15892.92 \$16936.92 for ~~2022-2023~~ 2023-2024 and thereafter, unless otherwise negotiated by the parties.

6. Monthly payroll deductions beginning October 1, 2022 2023 for the difference between the maximum District contribution and the actual cost established for bargaining unit members' total health benefit costs shall commence with the pay

warrant for the first month for which costs exceed the maximum District contribution defined in subsection 5. above.

7. During the term of this contract either party reserves the right to initiate and review possible changes in health benefits, cost containment, and/or retiree participation provisions. Any changes in Plan benefits shall be mutually agreed upon.
8. Changes in carriers are at the discretion of the District so long as the benefits provided by the new carrier are substantially equal to, or better than, the benefits provided by the previous carrier.
9. Spouses, domestic partners and dependents of District employees who have health plan benefits through their employer shall use such benefits as primary coverage.
10. The following provisions shall regulate health benefit coverage:
 - a. A year's full-time service by the unit member shall entitle him/her to twelve (12) months of medical, dental, and vision insurance coverage.

This does not apply to retiring teachers who will move to the retiree group the first of the month following their last work-day.
 - b. A regular full-time teacher hired after the beginning of the school year who provides less than a full year, but at least four (4) months or more of service during the instructional year, shall receive medical, dental, and vision benefit coverage through August 31 of that year. Life insurance ends on the last day of the month worked.
 - c. For teachers whose employment is terminated prior to the fulfillment of their contract, the District contribution to insurance coverage shall be

terminated on the first of the month following termination of employment.

Life insurance ends on the last day of the month worked.

B. Part-time Employees

District support of those teachers who work less than full-time, shall be as follows:

1. Teachers who work at least half-time, but less than full-time, shall receive the proportionate amount of maximum District contributions extended to full-time teachers; and
2. Teachers who are contracted to work less than half-time shall receive no District support for insurance coverage.
3. Part-time teachers eligible for pro rata benefits shall have the following options in regard to insurance coverage:
 - a. Apply the District contribution to any one, several, or all of the available health plan(s), and authorize payroll deductions to make up the difference in cost, if any, for full coverage under the plan(s) selected. Life insurance must be maintained when participating in any of the available health plan options.
 - b. Decline any segment of the program and not be covered by that part of the insurance program.
 - c. District contributions may be applied toward available District group medical health insurance plans only.

C. Health Insurance During Leaves of Absence

1. Paid Leave of Absence - Disability - The District shall pay the regular or pro-rated share of District contributions for the teacher's insurance coverage as

described in this article throughout paid leaves due to illness, pregnancy, or disability.

2. Unpaid Family Care Leave - The District shall maintain the regular or prorated share of District contributions for the teacher's group medical, dental and vision insurance coverage provided that coverage was in place before he/she took the leave, for up to twelve (12) weeks of Family Care Leave per year. If the employee fails to return to district employment after the expiration of the leave, for any reason other than the continuation, recurrence, or onset of a serious health condition, other circumstances beyond his/her control, or returns to work and fails to either work for 30 days or retires, the employee shall reimburse the district for premiums paid during the family care and medical leave. (20 USC 2614; Government Code 12954.2; 29 CFR 800.213). For Family Care Leave exceeding twelve (12) weeks in any twelve-month period, the teacher may elect continuation of group insurance(s) at his/her own expense as described in subsection 3. below.
3. Unpaid Leave of Absence - During District-approved unpaid leave, except as provided for Family Care Leave, the District will make no contributions to the cost of insurance plans. It shall be the teacher's responsibility to make the required monthly premium payments toward his/her medical, dental, vision insurance coverage to the District when due if s/he elects to maintain insurance coverage during the leave.

D. Continuity of Benefits

Except as otherwise provided or limited in this Article, the health and life insurance benefits provided in this Article and the District's contribution thereto shall remain in effect during the term of this Agreement and/or until a successor Agreement is effected, except that the District shall not be bound to pay the premiums for any individual engaged in any strike.

E. Retiree Health Plan Benefits

1. District-Paid Group Insurance

- a. The District will contribute to the total premium cost for group medical and dental insurances maintained by the District the same amount for any retiree and his/her eligible dependents, as it contributes for active employees, until such time as the retiree reaches age sixty-five (65), provided said retiree meets the eligibility requirements as specified below.
- b. Eligibility
 - (1) The retiree must have served in the District during the last five (5) years prior to retirement and must have served a total of at least thirteen (13) years in the District.
 - (2) Such continued coverage is available only for retirees who maintained coverage as an active employee and sign up for continued coverage immediately after the end of their employment without a break in coverage.
 - (3) The retiree shall have reached age fifty-five (55). (Note: Board-approved paid leave shall count as service to the District for purposes of eligibility for this benefit.)

- (4) The retiree's dependents must enroll in Medicare Part "A" (Hospital Insurance) when eligible for such enrollment without cost to the retiree and/or his/her dependents.
- (5) The retiree's dependents must enroll in Medicare Part "B" (Medical Insurance) upon attainment of age sixty-five (65).
- c. At such time as the benefits under this Article expire, the retiree may elect to continue these benefits at his/her own cost as provided in Section 2 below.

2. Retiree-Paid Group Insurance

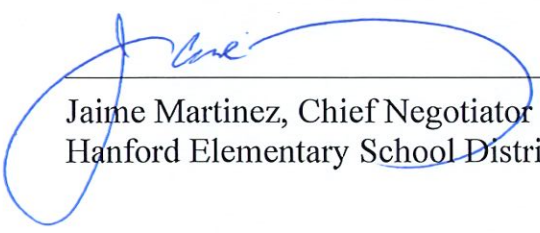
Teachers retiring after their fifty-fifth (55th) birthday or retiring under STRS disability or who do not meet the service requirements shall have the option at the time of their retirement to continue membership in District's medical and dental group insurance plans at the retiree's expense.

- a. Payments for benefit coverage shall be made on a monthly basis by the insured prior to the premium due date.
- b. Failure to make said timely premium payment may result in cancellation of group insurance.
- c. In order to continue such coverage beyond the insured's sixty-fifth (65th) birthday, the retiree and/or dependents shall be required to enroll in Medicare Part A. In any case, the retiree and/or dependents shall be required to enroll in Medicare Part B by payment of the required premiums.

- d. The District agrees to inform potential retirees of the cost, payment procedures, payment changes, and premium due dates at the time of their retirement.

FOR THE DISTRICT:


FOR HETA:



Jaime Martinez, Chief Negotiator
Hanford Elementary School District

9/18/23

Date



Gina Young
Negotiations Chair

9/18/23

Date

ARTICLE 11: SCHOOL CALENDARS AND WORK YEAR

A. Traditional School Calendar

1. Returning teachers shall be required to report back to school no more than five (5) working days (this includes up to three (3) P.D. days) before students arrive for the beginning of the new school year. Teachers shall be required to participate in up to three (3) P.D. Days, one (1) day of management-directed staff training and one day for teacher instructional preparation. If it is necessary for the teacher to leave the school site for that preparation, the teacher shall notify the school site principal or school operations officer.
2. New teachers may be required to report to work no more than five (5) days in advance of returning teachers to participate in management-directed inservice training. They shall be compensated at the K-6 substitute teacher rate of pay based on ½ day or full day of work. In the event a teacher is hired after the school year has commenced, the principal shall be responsible for orientation prior to the teacher being placed in the classroom, except in cases of emergency.
3. The work year for Unit Members shall contain the following elements:

- 180 student days
- 1 teacher/Nurse work day before students arrive
- 1 management-directed activity day before students arrive
- *2 Parent/Teacher conference days within the school year
- 3 Professional Development days

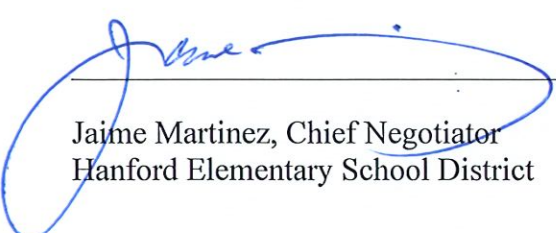
187 DAYS TOTAL

* With regards to the work year for school nurses, nurses shall return to work two days prior to the teacher work year and will not work on parent/teacher conference days.

4. A minimum student attendance day shall be scheduled on the last day of school.
A minimum day shall be scheduled on the work day preceding the Memorial Day holiday, Winter recess, and Spring recess.
- a. Inservices, staff meetings and other such District-initiated activities shall not be scheduled on the minimum days described above. This does not apply to check out duties on the last day of school.
- b. The beginning and ending times for instruction on minimum days shall be determined by the Administration in accordance with student transportation schedules.
5. Student minimum days shall be scheduled for collaboration, P.D., employee recognition, additional parent conferences, and student assessment.
6. In the event an emergency necessitates the canceling of any student days at a school site or district-wide, only the number of days and minutes needed to comply with applicable State Education Code requirements shall be rescheduled.
7. Inservices, staff meetings, and other school site and/or District initiated activities shall not be scheduled on the student attendance day immediately preceding a scheduled holiday.


FOR THE DISTRICT:

FOR HETA:


Jaime Martinez, Chief Negotiator
Hanford Elementary School District

Date

9/18/23


Gina Young
Negotiations Chair

Date

9/18/23

CERTIFICATION #2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the “Public Disclosure of Proposed Collective Bargaining Agreement” in accordance with the requirements of AB1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

Date

David Endo
Contact Person

559-585-3628
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on **October 11, 2023**, took action to approve the proposed Agreement with the **Certificated** Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2)** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

There will be a 10.00% increase to the first step of the Certificated and Nurse salary schedule beginning with the 2023-2024 school year. The healthcare cap will be increase to \$16,936.92/year effective October 1, 2023.

- B. Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

None.

- C.** What are the specific impacts on instructional and support programs to accommodate the settlement?
Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

There will be reductions in teachers in the subsequent years to accommodate the loss of ESSER funding. There is a projected decrease of 10 FTE in 24-25 and 10 FTE in 25-26.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

There is no contingency language.

E. Source of Funding for Proposed Agreement

1. Current Year

The agreement will be funded with the unrestricted General Fund surplus for the on schedule increases. The resulting deficit in restricted programs which will be addressed when that funding is exhausted after 25-26.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Ongoing cost will be funded with projected growth in the Local Control Funding Formula.

3. **If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

Future years are funded with the underlying unrestricted surplus the District is currently experiencing. The assumptions used in the multi-year projection are listed.

- 3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT


In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.



District Superintendent
(Signature)



Date

Contact Person: David Endo Telephone No.: 559-585-3628

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Certificated

New Agreement: _____

Reopener: X

The proposed agreement is an agreement that covers the period beginning July 1, 2023 and ending June 30, 2025 and will be acted upon the Governing Board at it meeting on October 11, 2023.

A.(1) Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change			
		Cost Prior to Proposed Agreement	Current Year 2022-2023	Year 2 2023-2024	Year 3 2024-2025
1	Base Salary	\$ 27,561,627	\$ 2,756,163	\$ 2,756,163	\$ 2,756,163
			10.00%	10.00%	10.00%
2	Other Compensation	\$ 1,431,692	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
3	Total Salary - (Sum of 1 & 2)	\$ 28,993,319	\$ 2,756,163	\$ 2,756,163	\$ 2,756,163
			9.51%	9.51%	9.51%
4	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare	\$ 6,448,114	\$ 612,971	\$ 612,971	\$ 612,971
			9.51%	9.51%	9.51%
5	Health/Welfare Benefits	\$ 4,468,275	\$ 227,853	\$ 303,804	\$ 303,804
			5.10%	6.80%	6.80%
6	Total Benefits - (Total Lines 4 & 5)	\$ 10,916,389	\$ 840,824	\$ 916,775	\$ 916,775
			7.70%	8.40%	8.40%
7	Total Compensation (Sum of Lines 3 & 6)	\$ 39,909,708	\$ 3,596,986	\$ 3,672,937	\$ 3,672,937
			9.01%	9.20%	9.20%

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET
In Accordance with AB3141 (Statutes of 1994, Chapter 650) (G.C. 42142)

65

Hanford Elementary School District

	(Col. 1) Latest Board Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	Notes (Col. 3)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES					
LCFF Sources (8010-8099)	\$ 77,177,530	\$ -	\$ -		\$ 77,177,530
Remaining Revenues (8100-8799)	\$ 23,220,114	\$ -	\$ 3,371,471	1	\$ 26,591,584
TOTAL REVENUES	\$ 100,397,644	\$ -	\$ 3,371,471		\$ 103,769,114
EXPENDITURES					
1000 Certificated Salaries	\$ 37,146,623	\$ 2,756,163	\$ (175,554)	2	\$ 39,727,231
2000 Classified Salaries	\$ 15,581,698	\$ -	\$ 14,690		\$ 15,596,388
3000 Employees' Benefits	\$ 25,177,661	\$ 840,824	\$ 114,375	3	\$ 26,132,860
4000 Books and Supplies	\$ 8,707,565	\$ -	\$ 321,693	4	\$ 9,029,258
5000 Services and Operating Exps	\$ 6,652,480	\$ -	\$ 138,862	5	\$ 6,791,342
6000 Capital Outlay	\$ 6,937,920	\$ -	\$ 2,643,944	6	\$ 9,581,864
7000 Other	\$ 2,621,288	\$ -	\$ (3,488)		\$ 2,617,800
TOTAL EXPENDITURES	\$ 102,825,236	\$ 3,596,986	\$ 3,054,522		\$ 109,476,744
OPERATING SURPLUS (DEFICIT)	\$ (2,427,592)	\$ (3,596,986)	\$ 316,949		\$ (5,707,630)
OTHER SOURCES AND TRANSFERS IN	\$ (273,524)	\$ -	\$ 173,524	7	\$ (100,000)
OTHER USES AND TRANSFERS OUT	\$ 1,431,680	\$ -	\$ -		\$ 1,431,680
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (1,269,437)	\$ (3,596,986)	\$ 490,473		\$ (4,375,950)
BEGINNING BALANCE	\$ 48,328,035	\$ -	\$ -		\$ 48,328,035
CURRENT-YEAR ENDING BALANCE	\$ 47,058,598	\$ (3,596,986)	\$ 490,473		\$ 43,952,084
COMPONENTS OF ENDING BALANCE:					
Nonspendable / Restricted	\$ 20,654,033	\$ -	\$ -		\$ 20,654,033
Reserved for Economic Uncertainties	\$ 3,000,000	\$ -	\$ -		\$ 3,000,000
Board Designated Amounts	\$ 16,534,268	\$ -	\$ -		\$ 16,534,268
Unappropriated Amounts	\$ 6,870,297	\$ (3,596,986)	\$ 490,473		\$ 3,763,784

A. Date of governing board approval of budget revisions in Col. 1
8/9/2023

Contact Person: David Endo

Date: 10/01/2023

- 1** \$330k ESSER-ELO Grants / \$52k TK Planning Grant / \$947k Prop 28 Grant / \$150k In Person Grant / \$1,947k Electric Bus Grant
2 \$258k Prop 28 Teachers / (\$378k) Attrition Savings
3 \$50k Prop 28 teachers
4 \$46k site budgets / \$104k Title III / \$146k in person grant supplies
5 \$150k Electricity / (\$105k) Title III / \$76k Educator Effectiveness Consultants
6 \$160k playgrounds / \$2,378k Electric buses
7 (\$174k) OPEB contribution

Multiyear Projection

Hanford Elementary School District

	23-24	24-25	%	25-26	%	Explanations
REVENUES						
Revenue Limit Source (8010-8099)	\$ 77,177,530	\$ 77,972,077	1.0%	\$ 79,384,817	1.8%	1
Remaining Revenues (8100-8799)	\$ 26,591,584	\$ 20,581,584	-22.6%	\$ 20,581,584	0.0%	2
TOTAL REVENUES	\$ 103,769,114	\$ 98,553,661	-5.0%	\$ 99,966,401	1.4%	
EXPENDITURES						
1000 Certificated Salaries	\$ 39,727,231	\$ 39,239,231	-1.2%	\$ 39,015,231	-0.6%	3
2000 Classified Salaries	\$ 15,596,388	\$ 15,805,388	1.3%	\$ 16,014,388	1.3%	4
3000 Employees' Benefits	\$ 26,132,860	\$ 25,934,611	-0.8%	\$ 25,795,075	-0.5%	5
4000 Books and Supplies	\$ 9,029,258	\$ 7,597,258	-15.9%	\$ 7,597,258	0.0%	6
5000 Services and Operating Exps	\$ 6,791,342	\$ 6,791,342	0.0%	\$ 6,791,342	0.0%	
6000 Capital Outlay	\$ 9,581,864	\$ 1,418,864	-85.2%	\$ 1,418,864	0.0%	7
7000 Other	\$ 2,617,800	\$ 2,617,800	0.0%	\$ 2,617,800	0.0%	
TOTAL EXPENDITURES	\$ 109,476,744	\$ 99,404,495	-9.2%	\$ 99,249,959	-0.2%	
OPERATING SURPLUS (DEFICIT)	\$ (5,707,630)	\$ (850,834)	-85.1%	\$ 716,442	-184.2%	
OTHER SOURCES AND TRANSFERS IN	\$ (100,000)	\$ -	-100.0%	\$ -	0.0%	8
OTHER USES AND TRANSFERS OUT	\$ 1,431,680	\$ -	-100.0%	\$ -	0.0%	9
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (4,375,950)	\$ (850,834)	-80.6%	\$ 716,442	-184.2%	
BEGINNING BALANCE	\$ 48,328,035	\$ 43,952,084	-9.1%	\$ 43,101,251	-1.9%	
CURRENT-YEAR ENDING BALANCE	\$ 43,952,084	\$ 43,101,251	-1.9%	\$ 43,817,693	1.7%	

Explanations:	
1	3.94% COLA in 24-25 and 3.29% in 25-26 / (\$300k) Deferred Maintenance transfer in subsequent two years
2	(\$200k) Electric bus incentive / (\$11,318k) COVID federal funding in 24-25 / \$8,008k ELOP revenue restoration following removal of carryover / (\$463k) In Person Grant / (\$2,037k) SJVAPCD electric bus grant
3	\$776k Certificated step and column realized in the unrestricted multi-year projection / (\$264k) Tutorial / (\$1,000k) reduction of 10.0 teaching FTE in each subsequent year
4	\$209k Classified step realized in the unrestricted multi-year projection
5	STRS rate project to stay at 19.1% the next two subsequent years / PERS rate projected to stay at 26.68% in the next two subsequent years
6	(\$550k) LCAP technology / (\$722k) COVID computers / (\$160k) KIT materials / \$2,000k textbook adoption 25-26 only
7	(\$3,276k) Jr High Schools HVAC projects / (\$657k) Wilson Central Plant replacement / (\$171k) Food service refrigerator / (\$2,378k) Electric buses / (\$249k) Diesel bus / (\$1,432k) Solar arrays
8	(\$100k) Transportation Equipment transfers

KINGS COUNTY OFFICE OF EDUCATION
DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
GENERAL INSTRUCTIONS

- ◆ Please submit this form to the county superintendent of schools and make available to the public for review at least five (5) working days prior to the date the governing board will take action on the proposed agreement.
- ◆ Separate documents must be completed for each bargaining unit. If more than one agreement is discussed at the same time, summarize the financial impact of all agreements on page 4 and the supplement.
- ◆ Include the *Cost Prior to proposed Agreement* and *Current Year*, as well as, *Year 2* and *Year 3* information, as applicable, for the period covered in the proposed agreement. For example, for a 2-year agreement, complete *Cost Prior to Proposed Agreement*, *Current Year*, and *Year 2*.
- ◆ Any time a contract is reopened with a financial impact, disclosure of the proposed agreement must be made.
- ◆ The manner in which the public is made aware of the proposed agreement and its availability for public inspection and review is at the discretion of the district.

SPECIFIC INSTRUCTIONS FOR COMPLETION OF SCHEDULE A :
Proposed Change in Compensation

A. Description of Rows

1. ***Base Salary*** – Report only the cost of base salaries excluding statutory and health/welfare benefits.
2. ***Other Compensation*** – Report other salary components including stipends and bonuses.
3. ***Total Salary*** – Add the amounts of base salary and other compensation.
4. ***Statutory Benefits*** – Report only the cost of statutory benefits excluding salaries and health/welfare benefits.
5. ***Health/Welfare Benefits*** – Report only the cost of health/welfare benefits excluding the cost of salaries and statutory benefits.
6. ***Total Benefits*** – Total of statutory benefits and health/welfare benefits.
7. ***Total Compensation*** – Total both of salaries and benefits.

B. Description of Columns

1. ***Cost Prior to Proposed Agreement*** – Enter the total cost of salaries for the bargaining unit prior to the proposed agreement.

2. ***Fiscal Impact of Agreement*** - This will reflect the cost and percentage increase of the agreement.

\$: Enter the amount of the increase or decrease for the proposed change in the salary schedule.

%: Divide the amount by the *Cost Prior to the Proposed Agreement*, line 1.

**SPECIFIC INSTRUCTIONS FOR COMPLETION OF IMPACT OF PROPOSED
AGREEMENT ON CURRENT OPERATING BUDGET:**

Education Code 42142 requires the district superintendent, within 45 days of adopting a collective bargaining agreement, to forward, to the county superintendent, any budget revisions necessary to fulfill the terms of the agreement. This report provides the information necessary to fulfill that requirement.

If the board-approved revisions are different from the proposed revisions reported in Column 2, provide an updated report upon approval of the district governing board.

Column 1-This should reflect the latest Board Approved Budget.

Column 2-Schedule A, Proposed Change in Compensation, should be the source of the changes in column 2. Lines 3, total salary, and line 6, total benefits, will be reflected in the column.

Column 3-Any other changes to the budget, such as additional revenue sources, expenditure changes can be reflected in the this column.

Column 4-This is the sum of the first three columns. This should be the source of completing the next section on the impact on reserves.

HANFORD ELEMENTARY SCHOOL DISTRICT
2023-2024 CREDENTIALLED TEACHER SALARY SCHEDULE "A"
187 Work Days

69

STEP	COLUMN			
	I	II	III	IV
	BA	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential ¹	+ Credential ¹	Credential ¹	Credential ¹
1	65,393	68,009	70,729	73,558
2	68,009	70,729	73,558	76,500
3	70,729	73,558	76,500	79,560
4	73,558	76,500	79,560	82,743
5	76,500	79,560	82,743	86,052
6	79,560	82,743	86,052	89,495
7	82,743	86,052	89,495	93,074
8	86,052	89,495	93,074	96,797
9	89,495	93,074	96,797	100,669
10		96,797	100,669	104,696
11		100,669	104,696	108,884
12			108,884	113,239
L - 15	Requires 15 years of service ²		113,239	117,769
L - 20	Requires 20 years of service ²		117,769	122,479
L - 25	Requires 25 years of service ²		122,479	127,379
L - 30	Requires 30 years of service ²		127,379	132,474
L - 35	Requires 35 years of service ²		132,474	137,773

¹ Preliminary or Clear/Professional Clear teaching or service credential authorizing service at the elementary (K-8) level.

² "Years of service" for purpose of longevity steps means certificated service in the Hanford Elementary School District for at least 75% of the student days of each year, including paid leave days.

INITIAL STEP PLACEMENT

New teachers will be given step placement credit on a year-for-year basis for previous full-time teaching experience up to Step 12.

STEP ADVANCEMENT

A one-step advancement on the Teacher Salary Schedule shall be granted for each school year in the District if the teacher is in paid status for the equivalent of 75% of full-time service of an established work year.

One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract in this District (i.e., two (2) certificated employees sharing one (1) job) or teacher working 1/2 contract.

STIPENDS

Jefferson Academy Spanish Bilingual Teacher with BCLAD certification in Spanish

\$2,000 per year

Instructional / Induction Coach

\$4,000 per year

Jefferson Academy Spanish Bilingual Teacher without BCLAD certification in Spanish with CTC BCLAD waiver or emergency permit

\$1,200 per year

Masters

\$1,200 per year

Special Day Class Teacher

\$2,500 per year

Doctorate

\$1,014 per year

Resource Specialist Program Teacher

\$2,000 per year

Combination Class

\$1,500 per year

Community Day School Teacher

\$3,500 per year

Split Assign. 2 schools

\$ 825 per year

AVERAGE HOURLY RATE OF PAY (Article 20) = ~~\$57.49~~ \$63.24

Adopted: __/__/__

Effective: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
2023-2024 Non-Credentialed Teacher and Intern
Salary Schedule "B"
(For Teachers Hired On or After November 1, 2000)
187 Work Days

STEP	COLUMN	
	B-1 B.A.	B-11 B.A. + 15
1	61,224	62,448
2	62,448	63,697

INITIAL STEP PLACEMENT

Teachers with one year of full-time teaching experience will be placed at Step 2 of the appropriate column.

STEP ADVANCEMENT

A one-step advancement on the Teacher Salary Schedule shall be granted for each school year in the District if the teacher is in paid status for the equivalent of 75% of full-time service of an established work year.

ADVANCEMENT TO CREDENTIALLED TEACHER SALARY SCHEDULE

Non-credentialed teachers shall be eligible for placement on the Credentialed Teacher Salary Schedule in accordance with the following schedule:

- (1) Effective the first contracted day of the school year, if the District receives verification of the teacher's preliminary credential on or before September 12 of that year; or
- (2) Effective February 1 if the District receives verification of the teacher's preliminary credential on or before February 10.

STIPENDS

Jefferson Academy Spanish Bilingual Teacher with BCLAD certification in Spanish	\$2,000 per year	Instructional / Induction Coach	\$4,000 per year
Jefferson Academy Spanish Bilingual Teacher without BCLAD certification in Spanish <u>with CTC BCLAD waiver or emergency permit</u>	\$1,200 per year	Masters	\$1,200 per year
Special Day Class Teacher	\$2,500 per year	Doctorate	\$1,014 per year
Resource Specialist Program Teacher	\$2,000 per year	Combination Class	\$1,500 per year
Community Day School Teacher	\$3,500 per year	Split Assign. 2 schools	\$ 825 per year

AVERAGE HOURLY RATE OF PAY (Article 20) = ~~\$57.49~~ \$63.24

Adopted: __/__/__

Effective: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
2023-2024 School Nurse
Salary Schedule "C"

187 Work Days

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
111,866	116,340	120,994	125,834	130,867

Adopted: __/__/__

Effective: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: October 2, 2023

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 11, 2023**

ITEM: Consider for approval the following recommended retitling and renumbering revisions to Board Policies and Administrative Regulations

PURPOSE: The following Board Policies and Administrative Regulations are being updated to reflect retitling and renumbering necessary to conform to CSBA's new "GAMUT Policy Plus" database which houses all Hanford Elementary School District's policies. There are no substantive changes to these policies aside from the recommended renumbering and retitling.

- See attached listing.

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Recommended Administrative Regulation and Board Policy Changes

Old GAMUT Number/Title	Recommended Change	NEW GAMUT Number/Title
AR/BP 4156.4 Use of District or Personal Automobile	Rename/Renumber	AR/BP 3540.12 Vehicle Use Policy
BP 4351.1 Salary Step Placement and Advancement	Rename/Renumber	BP 4352.3 Salary Placement and Advancement
BP 4221.1 Wages for Temporary and Substitute Work	Rename	BP 4221.1 Substitute Salary Schedule
BP 4221 Temporary, Short-term, Substitute and Non-Represented Part-time Employees	Rename	BP 4221 Substitutes
BP 4217.6 Release from Probationary Employment	Rename/Renumber	BP 4217.4 Dismissal
AR 4121.1 Scheduling and Assignment of Substitute Teachers	Rename/Renumber	AR 4120.3 Substitute Teachers
AR 4121.2 Certificated Substitute and Temporary Pay Rates	Rename	AR 4121.2 Compensation for Substitute Teachers
AR 4212.22 Instruction of Limited English Proficient Students	Rename	AR 4212.22 Staff Teaching Students of Limited English Proficiency

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/2/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM: Approve the following revised Board Policy:

BP 5141.5 Mental Health

PURPOSE: Policy added to reflect the U.S. Surgeon General's new guidance regarding the importance of social connection and the impact of social media on health and well-being. Policy also updated to reflect new law (SB 14, 2021) which requires the California Department of Education (CDE) to recommend best practices and identify training programs to address student behavioral and mental health, including common psychiatric conditions and substance use disorders, safely deescalating crisis situations involving students with a behavioral health disorder, linking students with referrals, and providing instruction on how to maintain student privacy and confidentiality. Policy also updated to reflect that districts are required to notify students and parents/guardians twice a year about how to access mental health services, new law (AB 748, 2022) which requires each school site serving students in any of grades 6-12 to create a mental health poster, and new law (AB 167, 2021) which requires CDE to develop guidelines for the use of telehealth technology in schools.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Policy 5141.5: Mental Health

Status: DRAFT

Original Adopted Date: Pending

The Board of Trustees recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

If a student has an emotional or mental illness that limits a major life activity, has a record of such

impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Policy Reference Disclaimer:

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

State	Description
Ed. Code 215-216	Student suicide prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 32280-32289.5	School safety plans
Ed. Code 49060-49079	Student records
Ed. Code 49428.1	Student mental health referral protocols
Ed. Code 49428.15	Identification of evidence-based and evidence-informed training programs for schools to address youth behavioral health
Ed. Code 49428.5	Student mental health poster
Ed. Code 49600	Responsibilities of school counselors
Ed. Code 49602	Counseling and confidentiality of student information
Ed. Code 49604	Suicide prevention training for school counselors
Ed. Code 56171	Duty to identify and assess children in private schools who need special education services
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning
W&I Code 5698	Emotionally disturbed youth; legislative intent
W&I Code 5840-5840.8	Prevention and early intervention programs
W&I Code 5850-5883	Mental Health Services Act
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 794	Rehabilitation Act of 1973; Section 504

Management Resources

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

CDC and Prevention Publication

Nat. Child Traumatic Stress Network
Publication

US Department of Education Publication

US Department of Health and Human
Services

US Dept of Health and Human Services
Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

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Description

[Youth Behavioral Health Training Programs](#)

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

Health Education Framework for California Public Schools,
Kindergarten Through Grade Twelve, May 2019

School Connectedness: Strategies for Increasing Protective
Factors Among Youth, 2009

Child Trauma Toolkit for Educators, 2008

[Bipartisan Safer Communities Act Stronger Connections
Grant Program, Frequently Asked Questions, April 2023](#)

[Social Media and Youth Mental Health: The U.S. Surgeon
General's Advisory, 2023](#)

[Our Epidemic of Loneliness and Isolation: The U.S. Surgeon
General's Advisory on the Health Effects of Social
Connection and the Community, 2023](#)

[CSBA District and County Office of Education Legal Services](#)

[National Child Traumatic Stress Network](#)

[National Council for Behavioral Health, Mental Health First
Aid](#)

[Suicide Prevention Lifeline](#)

[Suicide Prevention Resource Center](#)

[Substance Abuse and Mental Health Services Administration](#)

[American Association of Suicidology](#)

American Foundation for Suicide Prevention

[American Psychological Association](#)

[California Department of Health Care Services, Mental
Health Services](#)

[Centers for Disease Control and Prevention, Mental Health](#)

[National Association of School Psychologists](#)

[National Institute for Mental Health](#)

[California Department of Education, Mental Health](#)

[American School Counselor Association](#)

[Office of the Surgeon General](#)

Cross References

Code	Description
0470	<u>COVID-19 Mitigation Plan</u>
4131	<u>Staff Development</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
6142.8	<u>Comprehensive Health Education</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/2/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM: Receive the following revised Administrative Regulation and Board Policy for approval:

AR & BP 5141.6 - School Health Services

PURPOSE: Administrative Regulation updated to include behavioral health services in the list of school health services that the district may provide. Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and ensure that all students have access to necessary health care services. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approval

Regulation 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 08/28/2019 | **Last Reviewed Date:** 08/28/2019

Types of Health Services

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services
3. First aid and administration of medications
4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions
6. Basic laboratory tests
7. Emergency response procedures
8. Nutrition services
9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

10. Mental or behavioral health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs
11. Substance abuse prevention and intervention services
12. Vision and audiology services
13. Speech therapy
14. Occupational therapy
15. Physical therapy

16. Reproductive health services
17. Specialized health care services for students with disabilities
18. Medical transportation
19. Targeted case management
20. Referrals and linkage to services not offered on-site
21. Public health and disease surveillance
22. Individual and family health education
23. School or districtwide health promotion

Medi-Cal Billing

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

Medi-Cal Administrative Activities

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

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

State References	Description
17 CCR 2950-2951	Hearing tests - https://simbli.eboardsolutions.com/SU/MedMEQ0Cedro066RKeINDw==
17 CCR 6800-6874	Child Health and Disability Prevention program; health assessments - https://simbli.eboardsolutions.com/SU/2HhexRytdgKqeiq665fqEA==
22 CCR 51009	Confidentiality - https://simbli.eboardsolutions.com/SU/9Ra0oplusgjqEw5FSRj1Y5RhA==
22 CCR 51050-51192	Definitions of Medi-Cal providers and services - https://simbli.eboardsolutions.com/SU/kERMLu1VDplusslsh6dzkplUSDmzUGA==
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Policy 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 08/28/2019 | **Last Reviewed Date:**

08/28/2019

The Board of Trustees recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, the nurse shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6930, Health and Safety Code 124260, or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to lowincome and linguistically and culturally diverse students and families; and program costs and revenues.

Policy Reference Disclaimer:

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

State	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6800-6874	Child Health and Disability Prevention program; health assessments
22 CCR 51009	Confidentiality
22 CCR 51050-51192	Definitions of Medi-Cal providers and services
22 CCR 51200	Requirements for providers
22 CCR 51231.2	Wheelchair van requirements
22 CCR 51270	Local educational agency provider; conditions for participation

22 CCR 51304	Limitations on specified benefits
22 CCR 51309	Psychology, physical therapy, occupational therapy, speech pathology, audiological services
22 CCR 51323	Medical transportation services
22 CCR 51351	Targeted case management services
22 CCR 51360	Local educational agency; types of services
22 CCR 51491	Local educational agency eligibility for payment
22 CCR 51535.5	Reimbursement to local educational agency providers
Ed. Code 49073-49079	Privacy of student records
Ed. Code 49423.5	Specialized physical health care services
Ed. Code 49557.2-49558	Eligibility for free and reduced-price meals; sharing information with Medi-Cal
Fam. Code 6920-6930	Consent by minor for medical treatment
Gov. Code 95020	Individualized family service plan
H&S Code 104830-104865	School-based application of fluoride or other tooth decayinhibiting agent
H&S Code 121020	HIV/AIDS testing and treatment; parental consent for minor under age 12
H&S Code 123110	Minor's right to access health records
H&S Code 123115	Limitation on parent/guardian access to minor's health records
H&S Code 123800-123995	California Children's Services Act
H&S Code 124025-124110	Child Health and Disability Prevention Program
H&S Code 124172-124174.6	Public School Health Center Support Program
H&S Code 124260	Mental health services; consent by minors age 12 and older
H&S Code 130300-130317	Health Insurance Portability and Accountability Act (HIPAA)
W&I Code 14059.5	Definition of "medically necessary"
W&I Code 14115	Medi-Cal claims process
W&I Code 14115.8	LEA Medi-Cal Billing Option; program guide

W&I Code 14124.90

[Third-party health coverage](#)

W&I Code 14132.06

[Covered benefits; health services provided by local educational agencies](#)

W&I Code 14132.47

[Administrative claiming process and targeted case management](#)

W&I Code 5961-5961.5

Children and Youth Behavioral Health Initiative Act

Federal**Description**

20 USC 1232g

Family Educational Rights and Privacy Act (FERPA) of 1974

42 CFR 431.300

Use and disclosure of information on Medicaid applicants and recipients

42 USC 1320c-9

Prohibition against disclosure of records

42 USC 1397aa-1397mm

State Children's Health Insurance Program

45 CFR 164.500-164.534

Privacy of individually identifiable health information

Management Resources**Description**CA Department of Health Care Services [LEA Medi-Cal Billing Option Program Provider Manual,](#)

Publication

[November 2021](#)CA Dept of Health Care Services Publication [Policy and Procedure Letter No. 23-004, February 2023](#)CA Dept of Health Care Services Publication [Policy and Procedure Letter No. 21-017R, December 2021](#)CA Dept of Health Care Services Publication [California School-Based Medi-Cal Administrative Activities Manual](#)CA Health and Human Services Publication [Children and Youth Behavioral Health Initiative, 2021](#)

CA School-Based Health Alliance Publication Documenting the Link Between School-Based Health Centers and Academic Success, May 2014

CA School-Based Health Alliance Publication How to Fund Health Services in Your School District, September 2014

California Department of Education Publication Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019

National Center For Youth Law Publication Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015

US Dept of Health and Human Services
Publication

[Centers for Medicare & Medicaid Services Informational Bulletin,
Information on School-Based Services in Medicaid:](#)

[Funding, Documentation and Expanding Services, August 2022](#)

US Dept of Health and Human Services
Publication

[Information on School-Based Services in Medicaid: Funding,
Documentation and Expanding Services, August 18, 2022](#)

Website

[California Department of Health and Human Services](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[CSBA, Practi-Cal Program](#)

Website

[California School-Based Health Alliance](#)

Website

[Center for Health and Health Care in Schools](#)

Website

[Centers for Disease Control and Prevention, School Health Policies
and Programs \(SHPPS\) Study](#)

Website

[Centers for Medicare and Medicaid Services](#)

Website

[National Center for Youth Law](#)

Website

[California School Nurses Organization](#)

Website

[California County Superintendents](#)

Website

[California Department of Education, Health Services and
School Nursing](#)

Website

[California Department of Health Care Services](#)

Website

[California Department of Public Health](#)

Website

[CSBA](#)

Cross References

Code

0470

Description

[COVID-19 Mitigation Plan](#)

1330.1

[Joint Use Agreements](#)

1340

[Access To District Records](#)

1340

[Access To District Records](#)

1400

[Relations Between Other Governmental Agencies And The
Schools](#)

3514

[Environmental Safety](#)

3514	Environmental Safety
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4119.41	Employees With Infectious Disease
4119.43	Universal Precautions
4119.43	Universal Precautions
4157	Employee Safety
4157	Employee Safety
4219.41	Employees With Infectious Disease
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4257	Employee Safety
4257	Employee Safety
4319.41	Employees With Infectious Disease
4319.43	Universal Precautions
4319.43	Universal Precautions
4357	Employee Safety
4357	Employee Safety
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5125	Student Records
5125	Student Records
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.61	Drug Testing
5131.62	Tobacco

5131.62	Tobacco	
5131.63	Steroids	
5131.63	Steroids	
5141	Health Care And Emergencies	
5141	Health Care And Emergencies	
5141.21	Administering Medication And Monitoring Health Conditions	
5141.21	Administering Medication And Monitoring Health Conditions	
5141.22	Infectious Diseases	
5141.22	Infectious Diseases	
5141.23	Asthma Management	
5141.23	Asthma Management	
5141.24	Specialized Health Care Services	
5141.25	Availability Of Condoms	
5141.26	Tuberculosis Testing	5141.3 Health Examinations
5141.3	Health Examinations	
5141.31	Immunizations	
5141.31	Immunizations	
5141.32	Health Screening For School Entry	
5141.33	Head Lice	
5141.4	Child Abuse Prevention And Reporting	
5141.4	Child Abuse Prevention And Reporting	
5141.5	Mental Health	
5141.52	Suicide Prevention	
5141.52	Suicide Prevention	
5141.7	Sun Safety	
5143	Insurance	
5143	Insurance	
5145.6	Parent/Guardian Notifications	
5145.6-E(1)	Parent/Guardian Notifications	
5146	Married/Pregnant/Parenting Students	

5147	Dropout Prevention
5148	Child Care And Development
5148	Child Care And Development
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145.2	Athletic Competition
6145.2	Athletic Competition
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173- E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program 6177 Summer Learning Programs
6184	Continuation Education
6184	Continuation Education

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/2/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM: Approve the following revised Board Policy:

6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education

PURPOSE: Policy updated to reflect a December 2022 Davis Joint Unified School District Resolution Agreement with the U.S. Department of Education, Office for Civil Rights, regarding the use of seclusion and restraint as it relates to a free appropriate public education for students with disabilities placed in nonpublic schools. In addition, a description was added to clarify the arrangement with Kings County SELPA to create contracts and provide payment for services provided by a NPS/A.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approval

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 06/23/2021 | **Last Reviewed Date:** 06/23/2021

The Board of Trustees recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency (NPS/A), the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

No district student with a disability shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. (Education Code 56342.1)

All Master Contracts will be created between the Kings County SELPA and the Nonpublic School. The district shall pay into the Kings County SELPA NPS Fund to cover the costs associated with the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with disabilities is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Policy Reference Disclaimer:

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

State	Description
5 CCR 3001	Definitions
5 CCR 3051-3051.24	Special education; standards for related services and staff qualifications
5 CCR 3060-3070	Nonpublic, nonsectarian school and agency services
Ed. Code 56034-56035	Definitions of nonpublic, nonsectarian school and agency
Ed. Code 56042	Placement not to be recommended by attorney or advocate with conflict of interest
Ed. Code 56101	Waivers
Ed. Code 56163	Certification
Ed. Code 56168	Responsibility for education of student in hospital or health facility school
Ed. Code 56195.8	Adoption of policies
Ed. Code 56342.1	Individualized education program; placement
Ed. Code 56360-56369	Implementation of special education
Ed. Code 56711	Computation of state aid
Ed. Code 56740-56743	Apportionments and reports
Ed. Code 56760	Annual budget plan; service proportions
Ed. Code 56775.5	Reimbursement of assessment and identification costs
Ed. Code 56836.20-56836.21	Special education funding; SELPA contracts with nonpublic nonsectarian schools
Fam. Code 7911-7912	Interstate compact on placement of children
Gov. Code 7570-7587	Interagency responsibilities for providing services to children with disabilities
Gov. Code 7572.55	Seriously emotionally disturbed child; out-of-state placement
W&I Code 362.2	Out-of-home placement for IEP
W&I Code 727.1	Out-of-state placement of wards of court
Federal	Description
20 USC 1400-1487	Individuals with Disabilities Education Act
34 CFR 300.129-300.148	Children with disabilities in private schools
Management Resources	Description
Court Decision	Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997
Website	CSBA District and County Office of Education Legal Services

Website

[U.S. Department of Education, Office of Special Education](#)[and Rehabilitative Services](#)

Website

[California Department of Education](#)**Cross References**

Code	Description
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0500	Accountability
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1431	Waivers
3541.2	Transportation For Students With Disabilities
3580	District Records
3580	District Records
4112.23	Special Education Staff
5125	Student Records
5125	Student Records
6146.1	High School Graduation Requirements
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.4	Differential Graduation And Competency Standards For Students With Disabilities
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests

6164.4 [Identification And Evaluation Of Individuals For Special Education](#)

6164.4 [Identification And Evaluation Of Individuals For Special Education](#)

6173.1 [Education For Foster Youth](#)

6173.1 [Education For Foster Youth](#)

6173.2 [Education Of Children Of Military Families](#)

6173.2 [Education Of Children Of Military Families](#)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: September 29, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: October 11, 2023

ITEM: Receive for information Board Policy & Administrative Regulation - 6174
 Education for English Learners

PURPOSE: To update the Board Policy and Administrative Regulation 6174 to comply with California Department of Education sample Policy 6174. This BP/AR outlines the requirements and timelines to be used for the identification, assessment and monitoring of English Learners' academic performance, including the required parent notifications prior to test administration of the English Learner Proficiency Assessment of California (ELPAC), and subsequent student score notifications. The BP/AR lists required annual parent notifications informing parents of Language Acquisition programs offered by the district, which include instruction in both Designated and Integrated English Language Development instruction and reclassification criteria to exit English Learner status. Staff credentialing qualifications are included as well as professional development guidance for teachers and administration. Requirements for establishing a school site level parent advisory committee (ELAC) and district level (DELAC) are provided, including their role in providing input regarding the LCAP, existing language acquisition programs, reclassification, and the annual parent notifications.

FISCAL IMPACT: The district receives a series of state and federal funds which are impacted by this Policy and Administrative Regulations

RECOMMENDATIONS: Approve Board Policy and Administrative Regulation 6174

Policy 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 05/19/1999 03/01/2017 | Last Revised Date: 06/01/10/2018 2023 | Last

Reviewed Date:

06/01/10/2018-2023

The Governing Board intends to provide English learners with challenging curriculum and instruction that ~~develop~~ maximize the attainment of high levels of proficiency in English ~~while facilitating, advance multilingual capabilities, and facilitate~~ student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following:

(Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above

3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

~~English learners shall be provided English language development instruction targeted to their~~

~~English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.~~

Staff Qualifications and Training

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

~~To support students' English language~~ Staff development, shall also address the Superintendent or designee may sociocultural needs of English learners and provide an adult literacy training program that leads to English fluency opportunities for parents/guardians and community members. teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

The Superintendent or designee shall maintain procedures for the ~~accurate~~ early identification of English learners and an assessment of their proficiency ~~and needs in using the areas of listening, speaking, reading, and writing~~ English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in English, accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until ~~he/she~~ the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853.5 ~~and 853.7~~. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. ~~(Education Code 60603, 60640; 5 CCR 853.5, 853.7.)~~

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

~~In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she~~

~~shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. The district shall offer research-based language acquisition~~ (Education Code 305)

~~Language acquisition programs are educational~~ programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. ~~The language acquisition programs provided to students shall be informed by research and shall lead to grade-level proficiency and academic achievement in both English and another language.~~ (Education Code 306; 5 CCR 11300)

(Education Code 306)

~~The~~ At a minimum, the district shall offer ~~English learners~~ a structured English immersion program ~~to ensure that English learners have access to the core academic content standards, including the~~ which includes designated and integrated English language development ~~standards, and become proficient in English.~~ In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. ~~(Education Code 305-306);~~ 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. ~~The district may offer a~~ dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
2. ~~The district may offer a~~ transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

~~Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 20 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310)~~

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310); 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

Reclassification

When an English learner is determined ~~pursuant to~~based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
- 5.6. Progress toward any other goals for English learners identified in the district's LCAP
- 6.7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee ~~also~~ shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Policy Reference Disclaimer:

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

State	Description
References	
5 CCR 11300-11316	English learner education
5 CCR 11510-11517.5	California English Language Development Test
5 CCR 11517.6-11519.5	English Language Proficiency Assessments for California
5 CCR 853	Administration of CAASPP
5 CCR 854.9	CAASPP and unlisted resources for students with disabilities
Ed. Code 200	Prohibition of discrimination
Ed. Code 300-340	<u>English language education for immigrant children-English language education for immigrant children - https://simbli.eboardsolutions.com/SU/eFIlIf42EkNoktxd7jTn1A==</u>
Ed. Code 310	<u>Language acquisition programs-Language acquisition programs</u>
Ed. Code 313-313.5	<u>Assessment of English proficiency-Assessment of English proficiency</u>
Ed. Code 33050	<u>Nonwaivable provisions-Nonwaivable provisions</u>
Ed. Code 42238.02	<u>Local Control Funding Formula-Local Control Funding Formula</u>
Ed. Code 430-446	<u>English Learner and Immigrant Pupil Federal Conformity Act</u>
Ed. Code 44253.1-44253.11	<u>Qualifications of teachers of English learners-Qualifications of teachers of English learners</u>
Ed. Code 48345	<u>Interdistrict instruction collaboration agreements</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Ed. Code 52052	<u>Accountability; numerically significant student subgroups</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 52160-52178	<u>Bilingual Bicultural Act of 1976</u>
Ed. Code 56305	<u>CDE manual on English learners with disabilities</u>

Ed. Code Definition; recently arrived English learner

60603

Ed. Code California Assessment of Student Performance and Progress

60640

Ed. Code Continuation of advisory committee after program sunsets

62002.5

Federal **Description**

References

20 USC 1412 State eligibility

20 USC 1701- Equal Educational Opportunities Act -

1721 <https://simbli.eboardsolutions.com/SU/c6pplus64NL7ZjuP0OcvHLODA==>

20 USC 6311 State plan

20 USC 6312 Local educational agency plan

20 USC 6801- Limited English proficient and immigrant students

7014

20 USC 7801 Definition of English learner -

<https://simbli.eboardsolutions.com/SU/OlzWpmCDjXslshkENQ7wKIC3A==>

34 CFR 100.3 Prohibition of discrimination on basis of race, color or national origin

Management**Description**

Resources

References

Attorney 83 Ops.Cal.Atty.Gen. 40 (2000)

General

Opinion

English Learner, Federal Program Monitoring Instrument -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/e3hQ28QDnv84Mam3C2O>
OEQ==

Monitoring Reclassified Students, December 2019 -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/kKEgFhEZZlpluslrj6KvOvP>
g==

California Practitioners' Guide for Educating English Learners with
Disabilities,

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0460 Website	California Department of Education, English Learners Local Control And Accountability Plan

<u>0460</u>	<u>Website</u>	<u>California Association for Bilingual Education Local Control And Accountability Plan</u>
<u>0470</u>	<u>Website</u>	<u>CSBA COVID-19 Mitigation Plan</u>
<u>Website-1220</u>		<u>U.S. Department of Education Citizen Advisory Committees</u>
<u>1220</u>		<u>Citizen Advisory Committees</u>
<u>3100</u>		<u>Budget</u>
<u>3100</u>		<u>Budget</u>
<u>4112.22</u>		<u>Staff Teaching English Learners</u>
<u>4131</u>		<u>Staff Development</u>
<u>4231</u>		<u>Staff Development</u>
<u>4331</u>		<u>Staff Development</u>
<u>5020</u>		<u>Parent Rights And Responsibilities</u>
<u>5020</u>		<u>Parent Rights And Responsibilities</u>
<u>5117</u>		<u>Interdistrict Attendance</u>
<u>5117</u>		<u>Interdistrict Attendance</u>
<u>5126</u>		<u>Awards For Achievement</u>
<u>5126</u>		<u>Awards For Achievement</u>
<u>5148</u>		<u>Child Care And Development</u>
<u>5148</u>		<u>Child Care And Development</u>
<u>5148.3</u>		<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>		<u>Preschool/Early Childhood Education</u>
<u>6000</u>	<u>Concepts And Roles 6011</u>	<u>Academic Standards</u>
<u>6020</u>		<u>Parent Involvement</u>
<u>6020</u>		<u>Parent Involvement</u>
<u>6120</u>		<u>Response To Instruction And Intervention</u>
<u>6141</u>		<u>Curriculum Development And Evaluation</u>
<u>6141</u>		<u>Curriculum Development And Evaluation</u>
<u>6142.1</u>		<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.1</u>		<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.2</u>		<u>World Language Instruction</u>
<u>6142.2</u>		<u>World Language Instruction</u>
<u>6142.91</u>		<u>Reading/Language Arts Instruction</u>
<u>6151</u>		<u>Class Size</u>
<u>6152.1</u>		<u>Placement In Mathematics Courses</u>
<u>6152.1</u>		<u>Placement In Mathematics Courses</u>
<u>6159</u>		<u>Individualized Education Program</u>
<u>6159</u>		<u>Individualized Education Program</u>
<u>6161.1</u>		<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>		<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1-E(1)</u>		<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.11</u>		<u>Supplementary Instructional Materials</u>
<u>6162.5</u>		<u>Student Assessment</u>

<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6170.1</u>	<u>Transitional Kindergarten</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173- E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>

6175 Migrant Education Program

6175 Migrant Education Program

6190 Evaluation Of The Instructional Program~~Cross-References~~

Code	Description
<u>0200</u>	<u>Goals For The School District</u>
<u>0415</u>	<u>Equity</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0470</u>	<u>COVID-19 Mitigation Plan</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>4112.22</u>	<u>Staff Teaching English Learners</u>
<u>4131</u>	<u>Staff Development</u>
<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>

5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5126	<u>Awards For Achievement</u>
5126	<u>Awards For Achievement</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
6000	<u>Concepts And Roles</u> 6011 <u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6141	<u>Curriculum Development And Evaluation</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6151	<u>Class Size</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.11	<u>Supplementary Instructional Materials</u>
6162.5	<u>Student Assessment</u>
6162.5	<u>Student Assessment</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6173	<u>Education For Homeless Children</u>

6173	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u>
6190	<u>Evaluation Of The Instructional Program</u>

Regulation 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 05/19/1999 03/01/2017 | Last Revised Date: 06/01/10/2018 2023 | Last Reviewed Date: 06/01/10/2018-2023

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English ~~in his/her~~at home from early childhood and English has been ~~his/her~~the primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307~~}, 11518.5)~~

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the ~~state's designated English language proficiency test~~Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial identification-ELPAC. (Education Code 313, 52164.1; 5 CCR ~~11514~~-11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.37.

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until ~~he/she~~the student is redesignated as English proficient, the summative assessment of the ~~state's designated English language proficiency test~~ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

~~The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.6. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR 11516-11516.6.~~

~~Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR 11516-11516.7; 20 USC 1412)~~

The Superintendent or designee shall notify parents/guardians of their child's results on the ~~state's English language proficiency~~summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor, ~~or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year.~~ (Education Code 52164.1; 5 CCR ~~11511.5~~11518.15)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of ~~his/her child's~~the student's English proficiency. Such notice shall be provided ~~no~~no later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

~~The notice shall include all of the following: (Education Code 440; 20 USC 6312)~~

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student

- c. The manner in which the program will help the student develop ~~his/her~~ English proficiency and meet age-appropriate academic standards for grade promotion and graduation
- d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
- e. ~~Where~~When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

4. -As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards

4.5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request

5.6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available

6.7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Reclassification/Redesignation

~~The district shall continue to~~Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in Item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

- b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in Item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

- 1. A description of the programs provided, including structured English immersion
- 2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
- 3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
- 4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
- 5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
- 6. The process to request establishment of a language acquisition program not offered at the school
- 7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers ~~until they~~ and academic deficits in other areas of the core curriculum. (5 CCR 11302) **Reclassification/Redesignation**

- 1. ~~Demonstrate English language proficiency comparable to that of the district's average native English language speakers~~

~~2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers~~

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The ~~measures used to determine~~ criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ~~state's English language proficiency assessment~~ ELPAC
2. ~~Participation of~~ Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not limited to, a review of the student's curriculum mastery and academic performance
3. Parent/guardian ~~opinion and consultation involvement, including:~~
 - a. ~~The Superintendent or designee shall provide the parent/guardian with notice and~~ Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and ~~of his/her~~ the parent/guardian's opportunity to participate
 - b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process ~~and shall encourage his/her involvement in the process.~~
 - c. Student Provision of an interpreter for the parent/guardian, when necessary
4. Comparison of student performance on an objective assessment of basic skills in English ~~that shows against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates~~ whether the student is performing at or near grade level sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least four years following their reclassification to ~~determine whether the student needs any additional academic support to ensure his/her language and academic success.~~ ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. (5 CCR 11304; 20 USC 6841)

Advisory Committees

A school-level English Learner Advisory Committee

~~A parent/guardian advisory committee (ELAC)~~ shall be established ~~at the district level when there are more than 50 English learners in the district and at the school level~~ when there are more than 20 English learners at the school. Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ~~district's~~ELAC shall be responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents/guardians aware of the importance of regular school attendance, and advising the principal and school staff in the development of a detailed master plan for English language learners for the individual school and submitting the plan to the Board for consideration for inclusion in the district master plan. (Education Code 52176)

When the district has more than 50 English learners, the Superintendent or designee shall establish a District English

Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the district. Alternatively, the district may use a subcommittee of an existing districtwide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the district. (Education Code 52176)
The DELAC shall advise the ~~Governing~~ Board on at least the following tasks: (5 CCR 11308)

1. ~~The development of~~Developing a district master plan ~~offer~~ education programs and services for English learners, taking into consideration the school site plans for English learners
2. ~~The~~Conducting a districtwide needs assessment on a school-by-school basis
3. ~~Establishment of~~Establishing a district program, goals, and objectives for programs and services for
3. English learners
4. ~~Development of~~Developing a plan to ensure compliance with applicable teacher or instructional aide requirements
5. ~~Administration of~~Administering the annual language census
6. ~~Review of~~Reviewing and ~~comment~~commenting on the district's reclassification procedures
7. Reviewing and commenting on the required written parental notifications

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that DELAC and ELAC committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP)). Such advisory committee shall provide input regarding the district's existing language acquisition programs and language programs, and, where possible, the establishment of other such programs, in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (If the DELAC acts as the ELAC pursuant to Education Code 52063 and 52062, the DELAC shall also review and comment on the development or annual update of the LCAP. (Education Code 52062, 52063; 5 CCR 11301, 15495)

~~The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could~~DELAC may also serve as the LCAP English learner advisory committee ~~if its composition includes a majority of parents/guardians of English learners.~~

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.

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5 CCR 11300-11316	English learner education
5 CCR 11510-11517.5	California English Language Development Test
5 CCR 11517.6-11519.5	English Language Proficiency Assessments for California
5 CCR 853	Administration of CAASPP
5 CCR 854.9	CAASPP and unlisted resources for students with disabilities
Ed. Code 200	Prohibition of discrimination
Ed. Code 300-340	<u>English language education for immigrant children-English language education for immigrant children - https://simbli.eboardsolutions.com/SU/eFiIf42EkNoktxd7jTn1A==</u>
Ed. Code 310	<u>Language acquisition programs-Language acquisition programs</u>
Ed. Code 313-313.5	<u>Assessment of English proficiency-Assessment of English proficiency</u>
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Ed. Code 42238.02	<u>Local Control Funding Formula-Local Control Funding Formula</u>
Ed. Code 430-446	<u>English Learner and Immigrant Pupil Federal Conformity Act</u>
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<u>Ed. Code 48345</u>	<u>Interdistrict instruction collaboration agreements</u>
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<u>Ed. Code 48985</u>	<u>Notices to parents in language other than English</u>
<u>Ed. Code 52052</u>	<u>Accountability; numerically significant student subgroups</u>
<u>Ed. Code 52060-52077</u>	<u>Local control and accountability plan</u>
<u>Ed. Code 52160-52178</u>	<u>Bilingual Bicultural Act of 1976</u>
<u>Ed. Code 56305</u>	<u>CDE manual on English learners with disabilities</u>

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Ed. Code 62002.5	Continuation of advisory committee after program sunsets
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20 USC 1412	State eligibility
20 USC 1701-1721	Equal Educational Opportunities Act - https://simbli.eboardsolutions.com/SU/c6pplus64NL7ZjuP0OcvHL0DA==
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20 USC 6312	Local educational agency plan
20 USC 6801-7014	Limited English proficient and immigrant students
20 USC 7801	Definition of English learner - https://simbli.eboardsolutions.com/SU/OlzWpmCDjXslshkENQ7wKIC3A==
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Cross References-

Description

Code

Description

0200

Goals For The School District

0415

Equity

0420

School Plans/Site Councils

0420

School Plans/Site Councils

0460

Local Control And Accountability Plan

0460

Local Control And Accountability Plan

0470

COVID-19 Mitigation Plan

1220

Citizen Advisory Committees

1220

Citizen Advisory Committees

3100

Budget

3100

Budget

4112.22

Staff Teaching English Learners

4131

Staff Development

4231

Staff Development

4331

Staff Development

5020

Parent Rights And Responsibilities

5020

Parent Rights And Responsibilities

5126

Awards For Achievement

5126

Awards For Achievement

5148

Child Care And Development

5148

Child Care And Development

6000 Concepts And Roles 6011

Academic Standards

6020

Parent Involvement

6020	Parent Involvement
6141	Curriculum Development And Evaluation
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.91	Reading/Language Arts Instruction
6151	Class Size
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6162.5	Student Assessment
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6175	Migrant Education Program
6175	Migrant Education Program
6190	Evaluation Of The Instructional Program

<u>-0200</u>	<u>Goals For The School District</u>
<u>0415</u>	<u>Equity</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0470</u>	<u>COVID-19 Mitigation Plan</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>4112.22</u>	<u>Staff Teaching English Learners</u>
<u>4131</u>	<u>Staff Development</u>
<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>
<u>5020</u>	<u>Parent Rights And Responsibilities</u>
<u>5020</u>	<u>Parent Rights And Responsibilities</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6000</u>	<u>Concepts And Roles 6011Academic Standards</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6120</u>	<u>Response To Instruction And Intervention</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6142.1</u>	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.1</u>	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.2</u>	<u>World Language Instruction</u>
<u>6142.2</u>	<u>World Language Instruction</u>
<u>6142.91</u>	<u>Reading/Language Arts Instruction</u>
<u>6151</u>	<u>Class Size</u>
<u>6152.1</u>	<u>Placement In Mathematics Courses</u>
<u>6152.1</u>	<u>Placement In Mathematics Courses</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159</u>	<u>Individualized Education Program</u>

<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1-E(1)</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6162.5</u>	<u>Student Assessment</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6170.1</u>	<u>Transitional Kindergarten</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173- E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: October 2, 2023

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 11, 2023**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Calissa Munoz, READY Program Tutor – 4.5 hrs., Simas, effective 9/18/23
- Addrianna Potter, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/18/23

Classified Temps/Subs

- Melissa Arroyo, Substitute Yard Supervisor, effective 9/18/23
- Brenda Hernandez Gomez, Substitute Yard Supervisor, effective 9/25/23
- Stephanie Medrano, Substitute Paraprofessional (TK/K) and Special Education Aide, effective 10/2/23
- Margarita Meraz-Quintero, Substitute Special Education Aide, effective 9/26/23

Reinstatement

- Emily Bush, from Paraprofessional (TK/K) – 7.0 hrs., King, to READY Program Tutor – 4.5 hrs., Washington, effective 10/9/23

Short Term Classified

- Rose Barcellos, Short-Term Yard Supervisor – 2.25 hrs., Richmond, effective 9/18/23-11/17/23
- Leslie Santamaria, Short-Term Special Education Aide – 5.0 hrs., Wilson, effective 9/18/23-10/27/23

- Jewel Zamora, Short-Term Yard Supervisor – 3.0 hrs., Richmond, effective 9/25/23-11/17/23

b. Resignations

Classified

- Silvia Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 10/13/23
- Taisha Green, READY Program Tutor – 4.5 hrs., Washington, effective 10/13/23
- Alina Muldrow, Food Service Worker II – 2.5 hrs., Kennedy, effective 9/22/23

c. Volunteers

Name

Griselda Padron (HESD Employee)
 Kevin Austin Jr.
 Maria Lawson (HESD Employee)
 Mary Ojeda
 Jasmine Posey
 Bethany Temores (HESD Employee)
 Corina Horn
 Cheryl LaVerne
 Carina Castro
 Grecia Guerra
 Nayla Alcaraz
 Graciela Davis
 Anamaria Lima
 Katelyn Costa
 Jennifer Fauntleroy (HESD Employee)
 Michelle Taylan
 Catherine Pornela
 Kendra Banuelos (HESD Employee)
 Neida Chavez (HESD Employee)
 Maria Conley
 Toby Hendrix
 Irene Santillan
 Karen Valladares
 Mayra Morales
 Rose Shapley
 Elizabeth Steen (HESD Employee)
 Teresa Vasquez (HESD Employee)

School

Hamilton
 Jefferson
 Jefferson
 Jefferson
 Jefferson
 Jefferson
 Kennedy
 Kennedy/Wilson
 King
 King
 Lincoln
 Lincoln
 Lincoln
 Monroe
 Monroe
 Monroe
 Richmond
 Simas
 Simas
 Simas
 Simas
 Simas
 Simas
 Simas
 Washington
 Washington
 Washington
 Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/02/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/11/2023

ITEM:

Consider approval of actuarial contract for services in accordance with Government Accounting Standards Board (GASB) Statement 75.

PURPOSE:

The District is required to quantify its postemployment employee benefit liability in accordance with Government Accounting Standards Board (GASB) Statement 75. Demsey, Filliger & Associates has provided the attached proposal to complete the study.

FISCAL IMPACT:

The proposed cost is \$6,000..

RECOMMENDATIONS:

Approve the contract for services.



September 9, 2023

Dear David:

Thank you for this opportunity to provide the District with the following proposal for actuarial services. Hanford Elementary School District has been a DFA, LLC (DFA) client since 2005. We value our relationship and hope to continue it for many years into the future.

Fees

Our flat fee, for the scope of work (described below) will be as follows:

Actuarial Report as of June 30, 2023	\$4,500
GASB 75 footnote information for fiscal year ending June 30, 2024	\$750
GASB 75 footnote information for fiscal year ending June 30, 2025	\$750
Meeting with District staff or board to explain the report and discuss any other issues or concerns	No Charge
Total Fee	\$6,000

While we believe our fees to be quite competitive, please contact us immediately if you have any concerns about the level of fees. We would not want fees to affect our relationship and are available to discuss any concerns.

Scope of Work

DFA will provide Hanford Elementary School District with an actuarial report as of June 30, 2023, setting forth all District liabilities of the postretirement health benefit program, including a projection of District expenditures under the plan. Our report will contain the following information:

- Determination of postretirement benefit obligations and components of expense in accordance with the Statement No. 75 of the Governmental Accounting Standards Board for fiscal year beginning June 30, 2023.
- Alternative amounts for prefunding the obligations as a percent of covered employee payroll.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Roll-forward of Net OPEB Liability to GASB 75 measurement date.
- Summary of plan provisions, actuarial assumptions, and certification.

The scope also includes:

- Preparation (or review) of the GASB 75 footnote information at the time the District prepares its financial statements for fiscal years ending June 30, 2024 and June 30, 2025.
- Meeting with District staff or board to explain the report and discuss any other issues or concerns. Meeting would be virtual, in-person, or by telephone as requested.

Why Choose DFA

Continuity and Succession – Uninterrupted Service. Hanford Elementary School District has been a DFA client since 2005. We continue to maintain easy access to your historical information in a secure environment. This allows us to supplement our services with a certain level of institutional knowledge.

We value our relationship and hope to continue it for many years into the future. We have developed a succession plan, in which our credentialed actuaries will ensure uninterrupted service for the foreseeable future. Our credentialed actuaries have years of experience ranging between 11 and 33 years. Individual biographies for all team members are available upon request.

Team Approach – Quality. Our valuations are prepared and peer-reviewed under the supervision of at least two credentialed actuaries on staff. Our approach results in a higher degree of quality control, improved response times, and effective project management. In addition, our team approach facilitates individual growth among the team members who serve you.

Systems – Improving Processing Time. We have made significant investments in technology. We moved away from a homegrown actuarial system to a world-renown valuation system. The system improves our processing time, enhances our capabilities, and helps in the recruitment of top talent.

We are currently testing and will soon roll out an interactive, state-of-the-art data management system to further improve processing time and to build a comprehensive database for each client.

Professional and Commercial Insurance. DFA is covered by appropriate levels of professional and commercial insurance. We are available to provide proof of insurance upon request.

Feel free to call us with any questions about this proposal.

Sincerely,

DFA, LLC

Hanford Elementary School District
GASB 75 DISCLOSURE DATA REQUEST

September 9, 2023

Dear David:

We are requesting the information required for the June 30, 2023, GASB 75 valuation of the retiree health insurance program.

We have prepared the checklist below to guide you through the data gathering process and to help ensure all required data is included.

- ☐ Census Data: Complete list of all active employees and retirees as of the valuation date. The Excel workbook provided shows a sample layout and label options. Additional notes can be found throughout the Excel workbook. If you provide the census data in a different worksheet, please reference the notes in the provided Excel sheet to be sure the data you have assembled is complete.
- ☐ Health Premiums: Premium rate sheets that show active rates, under age 65 retiree rates, and over age 65 (Medicare) retiree rates for all plans available to employees for the one-year period starting at the valuation date. This should include all benefits available to retirees such as medical, pharmacy, dental, vision, and/or life insurance.
- ☐ Employee Contracts: Relevant sections of collective bargaining agreements (Retirees' Health Insurance), employee booklets, and/or memorandum of understanding documents describing other post-employment benefits for retirees as of the valuation date.
- ☐ Audit: Copy of the most recent completed financial audit.
- ☐ Payroll: Total covered payroll for benefit eligible employees for the most recent completed fiscal year. This amount represents total gross wages before adjustments for benefits.
- ☐ Contributions: The pay-as-you-go contributions for retiree health benefits for the most recent completed fiscal year.
- ☐ OPEB Trust: If there is an irrevocable other post-employment benefits trust account, a copy of the annual statement for the most recent completed fiscal year.

Please email the updated workbook and attachments to Carlos Diaz: cdiaz@dfa-actuaries.com.

After you have had a chance to review this information, please let us know if you have any questions.

Regards,

Carlos Diaz