

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, April 24, 2024

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# 24-28 – Wilson

Case# 24-30 – Kennedy

OPEN SESSION

5:45 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 March 27, 2024; March 29, 2024; April 3, 2024; April 5, 2024; April 10, 2024 and April 12, 2024.
- b) Approve minutes of the Regular Board Meeting held on April 10, 2024.
- c) Approve donation of \$2,859.50 from Martin Luther King PTC.
- d) Approve donation of \$5,800.00 from Monroe PTC.

- *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's Office at least 48 hours prior to the meeting.*

3. INFORMATION ITEMS

- a) Receive for information monthly financial reports for the period of 07/01/2023 – 03/31/2024 (Endo)
- b) Receive for information a report from the District Parent Advisory Committee – March 19, 2024 (Heugly)
- c) Receive for information a report from the District English Learner Advisory Committee – March 21, 2024 (Gomez)
- d) Receive for information the Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2024-2025 amendments to the Collective Bargaining Agreement between Hanford Elementary School District and HETA (reopened articles) (Martinez)
- e) Receive for information the District's Initial Proposal to HETA for 2024-2025 amendment to the Collective Bargaining Agreement (reopened articles) (Martinez)
- f) Receive for information the revised Board Policy: (Gabler)
 - 1250 Visitors/Outsiders
- g) Receive for information the revised Board Policy and Administrative Regulation: (Endo)
 - 3400 – Management of District Assets/Accounts
- h) Receive for information the revised Board Policy and Administrative Regulation: (Endo)
 - 3550 – Food Service/Child Nutrition Program
- i) Receive for information the revised Board Policy and Administrative Regulation: (Endo)
 - 3551 – Food Service Operations/Cafeteria Fund
- j) Receive for information the revised Board Policy and Administrative Regulation: (Endo)
 - 3553 – Free and Reduced Price Meals

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider voting for the official 2024 Delegate Assembly Ballot Sub-region 10C (Kings County) (Gabler)
- b) Consider approval of the READY Program Plan (Strickland)
- c) Consider approval of the service agreement with Paradigm Healthcare Services "Paradigm" (Strickland)
- d) Consider approval of the consultant contract with Bricks-4-Kidz (Rubalcava)
- e) Consider approval of the consultant contract with Fresno Discovery Center (Rubalcava)
- f) Consider approval of the consultant contract with InnovEd (Rubalcava)
- g) Consider approval of the consultant contract with TKS (Rubalcava)

5. PERSONNEL (Martinez)

- a) Employment
 - Certificated, effective 8/8/2024
 - Brenda Beltran, Teacher, Probationary (Intern)
 - Michelle Gonzales, Special Education Teacher, Probationary (Intern)
 - Alyssa Hodge, Special Education Teacher, Probationary (Intern)
 - Linda Thomas, Special Education Teacher, Probationary (Intern)

Classified

- Bryana Aguilar-Oliva, Yard Supervisor – 2.5 hrs., Hamilton, effective 04/08/24
- Addie Barraza, READY Program Tutor – 4.5 hrs., Washington, effective 04/02/24
- Luis Botello, Yard Supervisor – 3.25 hrs., Kennedy, effective 04/02/24
- Aliyah Cabrera, Yard Supervisor – 3.5 hrs., Simas, effective 04/08/24
- Brenda Hernandez Gomez, Yard Supervisor – 2.0 hrs., Roosevelt, effective 04/08/24
- Melia Marques, Special Education Aide – 5.0 hrs., Monroe, effective 04/04/24
- Rebecca Quiñones, Special Circumstance Aide – 5.75 hrs., Richmond, effective 04/02/24
- Maribel Solorzano Medel, Yard Supervisor – 2.5 hrs., Richmond, effective 04/08/24

Classified Temps/Subs

- Nayzeth Gonzalez, Athletic Coach, effective 04/08/24
- Fariba Rodriguez, Substitute Bilingual Clerk Typist I, READY Program Tutor, Translator: Oral Interpreter and Translator: Written Translator, effective 04/12/24

Administrative Transfer

- Elizabeth Jackson, from Licensed Vocational Nurse – 8.0 hrs., Rover, to Licensed Vocational Nurse – 8.0 hrs., Jefferson, effective 04/22/2024

Voluntary Reassignment

- Oscar Tafolla, from Learning Director – 8.0 hrs., Jefferson, to Teacher – 8.0 hrs., King, effective 8/8/24

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

- Nayzeth Gonzalez, 8th Girls Softball, Kennedy, effective 04/08/24-05/06/24
- Kiefer Rose, 4-6th Boys Track, Lincoln, effective 04/11/24-05/06/24
- Steven Santiago, 7th Boys Baseball, Kennedy, effective 03/19/24-05/06/24

c) Resignations

Classified

- Madeline Acosta, Special Circumstance Aide – 5.75 hrs., Simas, effective 06/07/24
- Miriam Garcia, READY Program Tutor – 4.5 hrs., Washington, effective 03/22/24
- Michelle Gonzales, Special Education Aide – 5.0 hrs., Richmond, effective 06/07/24
- Jeannie Lewis, Yard Supervisor – 3.0 hrs., Hamilton, effective 06/07/24
- Brianne Perez, Licensed Vocational Nurse – 8.0 hrs., Jefferson, effective 04/19/24
- Cindy Quesada, READY Program Tutor – 4.5 hrs., Jefferson, effective 04/12/24
- Andrea Rodriguez, Special Circumstance Aide – 5.75 hrs., Wilson, effective 04/09/24

Retirement

- John Borges, Head Custodian – 8.0 hrs., Kennedy, effective 5/30/24
- Tammy Morrison, Food Service Worker I – 3.5 hrs., Monroe, effective 6/7/24

d) Volunteers

<u>Name</u>	<u>School</u>
Deisy Cabello	Jefferson
Ricardo Reyes	Jefferson
Sandra Romero Aguilar	Jefferson
Rebecca Scholl	Jefferson
Davina Zubia	Lincoln
Adreanna Bell	Monroe
Jose Corral	Monroe
Kirstin Smith	Monroe
Melissa Escobar (HESD Employee)	Richmond
Megan Brown	Roosevelt
Aurora Gonzalez	Roosevelt
Edith Gonzalez	Roosevelt
Leonardo Gonzalez	Roosevelt
Luz Mercedes Maldonado de Parmo	Roosevelt
Tiffani Robbins	Roosevelt
Brenda Lyons	Simas
Brandon McVay	Simas
Andrea Staples	Simas

6. FINANCIAL (Endo)

- a) Consider adoption of Resolution #20-24: Commitment of Fund Balance
- b) Consider approval of an audit agreement for the Lincoln Classroom State Funded Construction Project

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: April 15, 2024

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

Date you wish to have your item considered: April 24, 2024

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 24-28 – Wilson

Case# 24-30 – Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/27/24, 03/29/24, 04/03/24, 4/05/24, 04/10/24 and 04/12/24.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 03/27/2024**

Warrant Number	Vendor Number	Vendor Name	Amount
12741609	2	A-Z BUS SALES INC – Materials/Supplies	\$753.38
12741610	8180	AIRGAS INC. – Materials/Supplies	\$202.18
12741611	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$10,236.90
12741612	1690	BATTERY SYSTEMS – Materials/Supplies	\$153.30
12741613	184	BUREAU OF EDUCATION & RESEARCH – Travel/Conference	\$295.00
12741614	632	CITY OF HANFORD – Utilities	\$16,511.72
12741615	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$2,316.25
12741616	4031	SIX FLAGS MAGIC MOUNTAIN – Band Field Trip	\$20,163.81
12741617	8245	VALLEY PAINT & SUPPLY LLC – Materials/Supplies	\$360.19
Total Amount of All Warrants:			\$50,992.73

Warrant Register For Warrants

Dated 03/29/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12742002	8378	13TH FRAME GRILL – Materials/Supplies	\$455.00
12742003	7003	ALL VALLEY PRINTING INC. – Materials/Supplies	\$1,521.05
12742004	8323	ALPHA HYDRAULICS INC. – Services/Repair	\$5,020.43
12742005	8323	ALPHA HYDRAULICS INC. – Materials/Supplies	\$367.20
12742006	53	AMERICAN MUSIC COMPANY – Materials/Supplies	\$2,979.68
12742007	91	AUTOMATED OFFICE SYSTEMS – Services/Repair, Materials/Supplies	\$11,795.63
12742008	2758	BALLOONS EVERYWHERE – Materials/Supplies	\$95.19
12742009	7942	BARNES & NOBLE – CLASSWORK – Books	\$903.86
12742010	113	BARNES AND NOBLE-5886056 – Books	\$2,454.27
12742011	8219	BLIND BATHERS – Services/Repair	\$2,628.83
12742012	153	BOOKSOURCE – Materials/Supplies	\$163.26
12742013	6658	BRICKS4KIDZ – Other Services	\$1,260.00
12742014	236	STATE OF CALIFORNIA – Other Services	\$3,469.00
12742015	4393	CAROLINA BIOLOGICAL SUPPLY CO – Materials/Supplies	\$108.55
12742016	355	CDT INC. – Other Services	\$198.00
12742017	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$11,943.94
12742018	6964	CENTRAL VALLEY PRINT SOLUTIONS INC. – Materials/Supplies	\$575.89
12742019	303	CHAFFEE ZOO – Richmond/MLK Field Trips	\$1,014.00
12742020	304	NICK CHAMPI ENTERPRISES INC. – Materials/Supplies	\$344.57
12742021	1670	CONTRACT PAPER GROUP INC – Warehouse Inventory	\$35,810.78
12742022	4178	COOK'S COMMUNICATION – Materials/Supplies	\$1,543.33
12742023	4815	DIGITECH INTEGRATIONS INC – Materials/Supplies	\$1,202.76
12742024	433	DISCOVERY CENTER – Lincoln Study Trip	\$1,110.00
12742025	4512	DIV. OF STATE ARCHITECT – JFK HVAC Project	\$1,214.10
12742026	5786	DOCUMENT TRACKING SERVICES – Other Services	\$3,642.16
12742027	5710	E & M'S REPTILE FAMILY LLC – Other Services	\$495.00
12742028	7456	EIDE BAILLY LLP – Other Services	\$6,000.00
12742029	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$892.78
12742030	8336	DALE ENGSTROM – Other Services	\$50.00
12742031	7730	FIGUEROA CONCRETE PARTNERS – Services/Repair	\$35,330.00
12742032	7317	FORENSIC ANALYTICAL SERVICES INC. – WW Admin Project	\$915.00
12742033	6262	NANCY GONZALES – Advance-Travel/Conference, Mileage	\$596.69
12742034	599	GOPHER SPORT – Materials/Supplies	\$300.07
12742035	7592	HANFORD SENTINEL – Other Services	\$209.20
12742036	8246	MANDI HANSEN – Reimburse-Materials/Supplies	\$75.28
12742037	8093	HB3 LITERACY LLC – Other Services	\$12,000.00
12742038	3653	HEINEMANN PUBLISHING – Materials/Supplies	\$374.89
12742039	2188	THE HOME DEPOT PRO – Materials/Supplies	\$1,935.76
12742040	8356	HOP OFF THE PRESS LLC – Books	\$540.30
12742041	7881	INNOVED – Washington Study Trip	\$3,776.25
12742042	7881	INNOVED – Simas Study Trip	\$4,287.50
12742043	7175	iREPAIR – Services/Repair	\$386.10
12742044	5990	KELLER FORD – Materials/Supplies	\$151.46
12742045	1783	KELLER MOTORS – Materials/Supplies	\$401.67
12742046	8289	KIMBALL MIDWEST – Materials/Supplies	\$356.76
12742047	3760	KINGS COUNTY AIR – Materials/Supplies, Services/Repair	\$844.00
12742048	3494	KINGS COUNTY BOWL – Washington Field Trip	\$425.00
12742049	801	KINGS COUNTY MOBILE LOCKSMITH – Services/Repair	\$1,269.87

Warrant Register For Warrants

Dated 03/29/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12742050	986	LAWNMOWER MAN – Materials/Supplies	\$209.67
12742051	7821	LOW COST EARBUDS – Warehouse Inventory	\$1,019.66
12742052	4704	KELLEY MAYFIELD – Reimburse-Mileage	\$63.65
12742053	5898	ANNELIESE ROA – Advance-Travel/Conference, Mileage	\$593.34
12742054	3131	SHERWIN-WILLIAMS CO – Materials/Supplies	\$257.25
12742055	1356	SILVAS OIL COMPANY INC. – Materials/Supplies	\$971.41
12742056	6826	SITELOGIQ – Hamilton Solar Project	\$330,387.60
12742057	3800	SONITROL OF FRESNO – Other Services	\$7,823.88
12742058	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$5,432.43
12742059	1404	STANISLAUS FOUNDATION – ADMIN – Health/Welfare Benefits	\$2,960.62
12742060	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$8,697.05
12742061	8386	MARTHA VELASCO – Reimburse-Other Services	\$39.00
12742062	8387	AURORA ZAZUETA MEDINA – Reimburse-Other Services	\$39.00
Total Amount of All Warrants:			\$521,929.62

Credit Card Register For Payments
Dated 03/29/2024

Document Number	Vendor Number	Vendor Name	Amount
14038529	176	BSN SPORTS – Materials/Supplies	\$285.26
14038530	2694	CALCHAMBER – ORDERS – Materials/Supplies	\$513.46
14038531	5008	DECKER INC – Materials/Supplies	\$285.99
14038532	4125	DISCOUNT SCHOOL SUPPLY – Materials/Supplies	\$241.36
14038533	5184	DRISKELL'S APPLIANCE – Materials/Supplies	\$2,794.10
14038534	509	EWING IRRIGATION PRODUCTS – Materials/Supplies	\$5,093.98
14038535	4092	FITNESS FINDERS INC – Other Services	\$199.95
14038536	7836	FOLLETT CONTENT SOLUTIONS LLC – Books	\$1,675.16
14038537	1414	STEAM CLEANER INC – Equipment	\$9,357.22
Total Amount of All Credit Card Payments:			\$20,446.48

**Warrant Register For Warrants
Dated 04/03/2024**

Warrant Number	Vendor Number	Vendor Name	Amount
12742370	1521	UNITED REFRIGERATION INC. – Materials/Supplies	\$1,832.02
12742371	8245	VALLEY PAINT & SUPPLY LLC – Materials/Supplies	\$119.38
Total Amount of All Warrants:			\$1,951.40

Credit Card Register For Payments
Dated 04/05/2024

Document Number	Vendor Number	Vendor Name	Amount
14038583	415	DELRAY TIRE & RETREADING INC. – Services/Repair	\$5,929.34
14038584	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$10,964.94
14038585	854	LIBRARY STORE INC. – Materials/Supplies	\$219.04
Total Amount of All Credit Card Payments:			\$17,113.32

Warrant Register For Warrants

Dated 04/05/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12742431	7377	DANIELLE ALVAREZ – Advance-Travel/Conference, Mileage	\$307.25
12742432	6431	AMAZON.COM – Materials/Supplies	\$5,460.80
12742433	4119	KRISTINA BALDWIN – Advance-Mileage	\$42.88
12742434	6859	CENTRAL COAST AQUARIUM – Jefferson Study Trip	\$760.00
12742435	331	CLASSIC CHARTER INC. – Other Services	\$13,895.00
12742436	344	CMEA TREASURER CENTRAL SECTION – Materials/Supplies	\$100.00
12742437	344	CMEA TREASURER CENTRAL SECTION – Other Services	\$50.00
12742438	416	DEMCO INC. – Materials/Supplies	\$196.88
12742439	5360	EDUPOINT EDUCATIONAL SYSTEMS – Travel/Conference	\$249.00
12742440	7456	EIDE BAILLY LLP – Other Services	\$7,500.00
12742441	7082	DAVID ENDO – Advance-Travel/Conference	\$190.00
12742442	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$11,328.02
12742443	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$140.28
12742444	7824	MARTIN C., ACCOUNTANCY CORP GARCIA – Other Services	\$1,440.00
12742445	7592	HANFORD SENTINEL – Other Services	\$289.69
12742446	5946	THE HARTFORD – Health/Welfare Benefits	\$1,493.16
12742447	7881	INNOVED – Monroe Study Trip	\$6,063.75
12742448	4052	KAPLAN EARLY LEARNING COMPANY – Materials/Supplies	\$372.76
12742449	796	KINGS COUNTY OFFICE OF ED – Other Services	\$678.00
12742450	796	KINGS COUNTY OFFICE OF ED – Other Services	\$166,966.16
12742451	806	KINGS COUNTY TROPHY – Materials/Supplies	\$346.42
12742452	808	KINGS WASTE & RECYCLING – Utilities	\$179.10
12742453	986	LAWNMOWER MAN – Services/Repair	\$158.48
12742454	838	LAWRENCE TRACTOR COMPANY – Materials/Supplies	\$574.58
12742455	8106	LETTUCE GROW – Materials/Supplies	\$47.81
12742456	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$2,145.73
12742457	912	MANGINI ASSOCIATES INC. – Monroe TK/K Project	\$9,755.49
12742458	5570	MATELOT GULCH MINING – Jefferson Study Trip	\$422.00
12742459	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,687.85
12742460	4118	KERRY PIEROTTE – Reimburse-Mileage	\$27.07
12742461	7861	WILLIAM POTTER – Advance-Travel/Conference	\$190.00
12742462	7346	RMA GEOSCIENCE INC. – Hamilton Solar Project	\$5,812.00
12742463	6328	SAM ACADEMY – Monroe Study Trip	\$2,535.00
12742464	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$414.91
12742465	1367	SISC III – Health/Welfare Benefits	\$708,404.75
12742466	8095	SKYLINE BUS CHARTER LLC – Other Services	\$5,900.00
12742467	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$115.58
12742468	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$16,459.14
12742469	8163	TOLTECMEDIA – Other Services	\$200.00
12742470	4114	TULARE COUNTY OFFICE OF EDUCATION – Other Services	\$250.00
12742471	7149	VALLEY ELEVATOR INC – Other Services	\$881.00
12742472	7106	VERBENA NURSERY – Reissue Materials/Supplies	\$9,374.25
12742473	1558	VERIZON WIRELESS – Telephone Communications	\$1,435.48
12742474	21	VISALIA ADVENTURE PARK – Richmond Field Trip	\$2,178.00

Total Amount of All Warrants:

\$990,018.27

**Warrant Register For Warrants
Dated 04/10/2024**

Warrant Number	Vendor Number	Vendor Name	Amount
12742910	5560	CALIFORNIA ACADEMY OF SCIENCES – Richmond Study Trip	\$1,136.20
Total Amount of All Warrants:			\$1,136.20

Warrant Register For Warrants

Dated 04/12/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12743088	6306	KAREN ALVARADO – Reimburse-Mileage	\$160.88
12743089	7377	DANIELLE ALVAREZ – Reimburse-Travel/Conference	\$17.00
12743090	6107	RAECHELLE BERNA – Reissue Reimburse-Materials/Supplies	\$116.80
12743091	7399	BIMBO BAKERIES USA – Food Services-Food	\$3,054.03
12743092	5748	BMX FREESTYLE TEAM LLC – Other Services	\$2,075.00
12743093	7184	CARLA BODE – Reissue Reimburse-Materials/Supplies	\$53.71
12743094	3989	CALIFORNIA STATE UNIVERSITY – Woodrow Study Trip	\$210.00
12743095	3989	CALIFORNIA STATE UNIVERSITY – Jefferson Field Trip	\$348.00
12743096	267	CORINA CARRERA – Food Services Reimburse-Mileage	\$16.61
12743097	7834	JENNIFER CARRILLO – Reissue Reimburse-Materials/Supplies	\$106.83
12743098	303	CHAFFEE ZOO – Washington Study Trip	\$650.00
12743099	304	NICK CHAMPI ENTERPRISES INC. – Services/Repair	\$389.00
12743100	6552	CHILDREN'S STORYBOOK GARDEN – Hamilton READY Field Trip	\$372.00
12743101	344	CMEA TREASURER CENTRAL SECTION – Other Services	\$125.00
12743102	7972	ALMA CONTRERAS – Food Services Reimburse-Mileage	\$39.93
12743103	3426	TERESA COYT – Food Services Reimburse-Mileage	\$6.63
12743104	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$4,379.38
12743105	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$2,789.55
12743106	405	DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies	\$432.39
12743107	7832	SERENA DILL – Reissue Reimburse-Materials/Supplies	\$200.00
12743108	5786	DOCUMENT TRACKING SERVICES – Other Services	\$9,404.00
12743109	7082	DAVID ENDO – Reimburse-Travel/Conference	\$17.00
12743110	2290	ROBERT A. GARCIA – Reissue Payroll	\$5.23
12743111	591	GOLD STAR FOODS – Food Services-Food	\$9,468.40
12743112	6262	NANCY GONZALES – Reimburse-Travel/Conference	\$17.00
12743113	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$5,208.57
12743114	3718	ISLAND WATER PARK – JFK Field Trip	\$1,530.68
12743115	7412	AUDRA JAURIGUI – Food Services Reimburse-Mileage	\$37.78
12743116	8062	CITLALI JIMENEZ-GARCIA – Food Services Reimburse-Mileage	\$70.01
12743117	3962	KINGS COUNTY GLASS – Services/Repair	\$303.70
12743118	808	KINGS WASTE & RECYCLING – Utilities	\$1,601.85
12743119	986	LAWNMOWER MAN – Materials/Supplies, Services/Repair	\$623.37
12743120	7821	LOW COST EARBUDS – Warehouse Inventory	\$1,957.88
12743121	6222	JAN MAZZA – Reissue Reimburse-Materials/Supplies	\$148.44
12743122	1937	ME-N-ED'S PIZZERIA – Materials/Supplies	\$312.93
12743123	2761	MHS – Materials/Supplies	\$830.92
12743124	6286	MISSION SAN LUIS OBISPO DE TOLOSA – Monroe Study Trip	\$296.00
12743125	2619	MORRIS LEVIN AND SON – Services/Repair	\$2,847.32
12743126	1004	MORRISON'S SILKSCREEN – Materials/Supplies	\$990.13
12743127	7041	MUSIC & ARTS – Materials/Supplies	\$937.69
12743128	8100	NAPA AUTO PARTS – Materials/Supplies	\$1,402.24
12743129	8145	MAYRA NARANJO – Reissue Reimburse-Materials/Supplies	\$195.80
12743130	7914	NOVEL EFFECT INC. – Other Services	\$49.99
12743131	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies, Warehouse Inv	\$1,099.38
12743132	7339	JANELL ORTEGA – Reimburse-Materials/Supplies	\$200.00
12743133	8036	JOSEPH PADILLA – Materials/Supplies	\$38.61
12743134	5934	PEARSON - CLINICAL ASSESSMENT – Materials/Supplies, Other Services	\$1,806.66
12743135	1125	PETUNIA'S PLACE – Books	\$10,489.92

Warrant Register For Warrants

Dated 04/12/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12743136	3689	PIONEER VALLEY ED. PRESS – Materials/Supplies	\$247.16
12743137	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$13,906.28
12743138	6035	PROJECT SURVIVAL CAT HAVEN – Hamilton Study Trip	\$819.00
12743139	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$138.16
12743140	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$163.00
12743141	1182	JULIE PULIS – Reissue Reimburse-Materials/Supplies	\$45.06
12743142	1901	PYRAMID CABINET SYSTEMS INC. – Materials/Supplies	\$20.00
12743143	7390	QUADIANT INC. – Services/Repair	\$1,009.26
12743144	8338	ERIC G. RAMIREZ – Other Services	\$50.00
12743145	4827	RAYMOND GEDDES & CO. INC. – Materials/Supplies	\$664.49
12743146	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$2,300.00
12743147	5898	ANNELIESE ROA – Reimburse-Travel/Conference	\$17.00
12743148	1253	ROBINSON'S INTERIORS INC. – Services/Repair	\$650.00
12743149	5067	RUSSELL SIGLER INC – Materials/Supplies	\$786.32
12743150	1285	SAFETY-KLEEN SYSTEMS INC. – Materials/Supplies	\$185.85
12743151	8351	AIDA SALAZAR – Other Services	\$1,900.00
12743152	6328	SAM ACADEMY – Washington Study Trip	\$2,437.50
12743153	3583	SAN JOAQUIN IMPERIAL – Materials/Supplies	\$3,105.18
12743154	3569	WENDI SANTIMORE – Food Services Reimburse-Mileage	\$47.83
12743155	4700	MIKE SCHOFIELD – Other Services	\$50.00
12743156	6533	SCHOOL LIFE – Materials/Supplies	\$30.59
12743157	3168	SCHOOLWORKS INC. – Other Services	\$3,625.00
12743158	4764	STEPS TO LITERACY L.L.C. – Books	\$1,881.79
12743159	5586	SUPERIOR SOIL SUPPLEMENTS – Materials/Supplies	\$214.50
12743160	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$41,112.46
12743161	8341	MICHAEL TACKETT – Other Services	\$650.00
12743162	2176	TOLEDO PHYSICAL EDUCATION – Materials/Supplies	\$549.08
12743163	5988	TRANSFINDER – Other Services	\$19,988.00
12743164	4064	TULARE COUNTY OFFICE OF ED – Other Services	\$14,500.00
12743165	4114	TULARE COUNTY OFFICE OF EDUCATION – Travel/Conference	\$1,000.00
12743166	7380	TWIG EDUCATION INC. – Textbooks	\$5,284.26
12743167	1519	UNITED LABORATORIES INC. – Materials/Supplies	\$1,531.25
12743168	4522	US AIR CONDITIONING DIST INC. – Materials/Supplies	\$416.13
12743169	7106	VERBENA NURSERY – Materials/Supplies	\$3,038.54
12743170	1591	WENGER CORPORATION – Materials/Supplies	\$599.95
12743171	8216	WILSON FIRE SPRINKLER CO. INC – Materials/Supplies	\$66.00
12743172	7671	WILSON LANGUAGE – Materials/Supplies	\$2,074.50
12743173	7319	YOSEMITE MOUNTAIN – Lincoln Study Trip	\$1,328.00

Total Amount of All Warrants:

\$193,866.38

Credit Card Register For Payments

Dated 04/12/2024

Document Number	Vendor Number	Vendor Name	Amount
14038631	934	MASTER TEACHER – Materials/Supplies	\$2,912.45
14038632	1802	MEDALLION SUPPLY – Materials/Supplies	\$1,455.25
14038633	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$1,014.17
14038634	1074	OUTDOOR CREATIONS INC. – Materials/Supplies	\$29,842.33
14038635	1121	PERMA-BOUND – Books	\$2,212.23
14038636	1147	POSITIVE PROMOTIONS – Materials/Supplies	\$382.55
14038637	1211	RAYMOND HANDLING CONCEPTS INC. – Equipment	\$94,548.49
14038638	2524	ROCHESTER 100 INC. – Materials/Supplies	\$1,166.35
14038639	3849	SCHOLASTIC BOOK CLUBS – Books	\$451.61
14038640	1313	SCHOLASTIC TEACHERS STORE – Books	\$4,442.26
14038641	1322	SCHOOL HEALTH CORPORATION – Materials/Supplies	\$396.81
14038642	5391	STARFALL EDUCATION – Other Services	\$355.00
14038643	1466	TERMINIX INTERNATIONAL – Services	\$898.00
14038644	1466	TERMINIX INTERNATIONAL – Food Services-Other Services	\$40.00
14038645	5929	TOUCHMATH LLC – Materials/Supplies, Other Services	\$3,411.74
14038646	2405	WPS – Other Services	\$19,500.00
Total Amount of All Credit Card Payments:			\$163,029.24

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 10, 2024

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 10, 2024, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Cristy Goins, Linsey Calvillo, David Endo, David Goldsmith, Lucy Gomez, Lindsay Hastings, Jennifer Levinson, Gaosang Xiong, Jennifer Baker, Robert Heugly, Jill Rubalcava, and Jay Strickland.

CLOSED SESSION

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

- Student Discipline pursuant to Education Code section 48918
- Conference with Legal Counsel – Existing Litigation
- Conference with Legal Counsel – Anticipated Litigation

Open Session Trustees returned to open session at 6:05 p.m.

Case# 24-29 Vice-President Garcia moved to accept the Findings of Facts and expel Case #24-29 for the remainder of the 2023-2024 school year and the first semester of the 2024-2025 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on April 8, 2024. Parents may apply for readmission on or after June 7, 2024. If readmission is granted, student may return to regular school in probationary status on a Behavior Conditions Plan through December 20, 2024. Trustee Garner seconded; motion carried 4-0:

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

Case# 24-28 No action was taken by the Board.

OAHS Case In Closed Session, the Board voted 4 to 0 to approve a confidential final settlement agreement in Parent on behalf of Student v. Hanford Elementary School District, OAH Case No. 2023100406, a special education matter where claims for educational services and provision of remedies were resolved. The members voted as follows:

- Garcia – Yes

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

Anticipated Litigation No action was taken by the Board.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments None

Board and Staff Comments None

Requests to Address the Board None

Dates to Remember President Strickland reviewed dates to remember: Annual HESD Cinder Classic – April 27th; Diamond Classic-Baseball – May 6th; Diamond Classic-Softball – May 7th; Regular Board meeting – April 8th.

2023-2024 HESD Excellence in Education The Board and Superintendent Gabler recognized the 2024 HESD Excellence in Education Honorees:

- Bethaney Kuenning – Second Grade Teacher at Washington Elementary
- Shawn Carreiro – Lead Custodian at Monroe Elementary
- Michele Alexander – Certificated Personnel Manager at Human Resources
- Doug Rose – Maintenance Supervisor at District Services Facility

CONSENT ITEMS

Trustee Garcia made a motion to take consent items “a” through “c” together.

Trustee Garner seconded; motion carried 4-0:

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

Trustee Garcia then made a motion to approve consent items “a” through “c”.

Trustee Garner seconded; motion carried 4-0:

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

Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated March 8, 2024; March 13, 2024; March 15, 2024; March 20, 2024 and March 22, 2024.
- b) Approve minutes of the Regular Board Meeting held on March 13, 2024.
- c) Approve interdistrict transfers as recommended.

INFORMATION ITEMS

**Williams
Uniform
Complaint**

- a) Joy Gabler, Superintendent, presented for information the third quarterly Williams Uniform Complaint. It is a clean report with no complaints filed.

**ICBOC Annual
Report**

- b) David Endo, Chief Business Official, presented for information the Independent Citizen's Bond Oversight Committee Annual Report.

BOARD POLICIES AND ADMINISTRATION

Resolution #21-24 a) Trustee Garner made a motion to adopt Resolution #21-24: Absent Board Member Compensation – L. Hernandez. Trustee Garcia seconded; motion carried 4-0:

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

2023-24 School Plans for Student Achievement b) Trustee Garcia made a motion to approve the updated 2023-2024 School Plans for Student Achievement. Trustee Revious seconded; motion carried 4-0:

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

CoolSpeak

- c) Trustee Garcia made a motion to approve the consultant contract with CoolSpeak, The Youth Engagement Company, for speaking services by Joaquin Zihuatanejo at the Welcome Back/Professional Development on August 8, 2024. Trustee Garner seconded; motion carried 4-0:

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

**Out-of-State
Travel**

- d) Trustee Garcia made a motion to approve the out of state travel for Instructional Coach, English Language Development, Josie Bustos Pelayo, to travel to Albuquerque, New Mexico for the Translanguaging Institute on June 13-14, 2024. Trustee Garner seconded; motion carried 4-0:

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

PERSONNEL

Trustee Garcia made a motion to take Personnel items "a" through "f" together. Trustee Revious seconded; the motion carried 4-0:

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

Trustee Garcia then made a motion to approve Personnel items "a" through "f". Trustee Revious seconded; the motion carried 4-0:

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

***Item "a" –
Employment***

The following items were approved:

Classified

- Elias Estrada, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/13/24
- Aubreyanna Teague-Reeves, Yard Supervisor – 1.5 hrs., Washington, effective 3/11/24
- Ashley Torres, READY Program Tutor – 4.5 hrs., Richmond, effective 3/1/24

Classified Temps/Subs

- Sandra Acevedo, Substitute Bilingual Clerk Typist II, effective 3/8/24
- Joshua Beuster, Substitute Yard Supervisor, effective 3/14/24
- Angelique Brazil, Substitute Paraprofessional (TK/K), effective 3/21/24
- Leonard Landeros, Athletic Coach, effective 3/18/24
- Sheccid Solis, Substitute READY Program Tutor, effective 3/11/24
- Yolanda Solorio Lopez, Substitute Yard Supervisor, effective 4/2/24

Admin Transfer

- Myra Guzman, from Special Circumstance Aide – 5.75 hrs., Lincoln, to Special Circumstance Aide – 5.75 hrs., Richmond, effective 4/2/24

Item "b" – Employment and Certification of Temporary Athletic Team Coaches pursuant to Title Athletic Coaches5 CCR 5594

- James Joyce, 7th Boys Baseball, Kennedy, effective 2/26/24-5/6/24
- Leonard Landeros, 7th Boys Baseball, Wilson, effective 2/6/24-5/6/24
- Isabelle Madera, 7th Girls Softball, Kennedy, effective 2/26/24-5/6/24
- Zelante Mims, 4-6th Boys Track, Hamilton, effective 3/4/24-5/6/24
- Julianna Perez, 8th Girls Softball, Kennedy, effective 3/18/24-5/6/24

Item "c" – Resignations

Classified

- Haillee Larios, READY Program Tutor – 4.5 hrs., Monroe, effective 3/15/24
- Leticia Martinez, Substitute Clerk Typist I and Yard Supervisor, effective 3/7/24
- Calissa Munoz, READY Program Tutor – 4.5 hrs., Simas, effective 3/19/24
- Linda Thomas, Special Circumstance Aide – 5.75 hrs., Simas, effective 6/7/24
- Valerie Williams, Library/Media Technician – 8.0 hrs., Lincoln, effective 6/14/24

Certificated

- Maureen Kuiper, Teacher, King, effective 6/7/24

Retirement

- Teresa Charles, Administrative Secretary II – 8.0 hrs., TRC, effective 7/12/24
- Lucy Gomez, Director, Curriculum and Instruction, effective 6/28/24

Item "d" – Need Adopt Declaration of Need for Fully Qualified Educators for 2024-2025 School Year for Qualified Educators (Title 5, 80026) – Attached

Item "e" – Substitute Teaching Permits

Annual Statement of Need for 30-Day Substitute Teaching Permits

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2024-2025 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-day Substitute Permit holders to fill day-to-day substitute needs.

Item "f" – Volunteers

<u>Name</u>	<u>School</u>
Debbie Arriola	Hamilton
Zelante Mims (HESD Employee)	Hamilton
Maria Sandoval	Hamilton
Veronica Mejia	Jefferson
Hector Mendoza (HESD Employee)	Jefferson
Kathlene Rose	Jefferson
Caleb Guerra	King
Iliana Harris	King
Juan Soto Robles	King
Tasha Torres	King
Omar Mares	Lincoln
Dezaray Rivera	Lincoln
Anel Dorantes	Monroe
Crystal Duran	Monroe
Angelica Flores	Monroe
Krysta Fremling	Monroe

<u>Name</u>	<u>School</u>
Denise Lopez	Monroe
Richard Monroy	Monroe
Keith Murphy	Monroe
Joshua Puerner	Monroe
Russell Tuman	Monroe
Catherine Harrison Arellano	Richmond
Elizabel Hernandez	Richmond
James Joyce (HESD Employee)	Richmond
Jonah Mulligan	Richmond
Veronica Ticman	Roosevelt
Kamberlyn De La Cruz	Simas
Reyes De La Cruz	Simas
Tiffany Glen	Simas
Nancy McVay	Simas
Aurora Zazueta	Simas
Danielle Beucher	Washington

FINANCIAL

Comprehensive Maintenance Plan a) Trustee Garcia made a motion to approve the Comprehensive Maintenance Plan. Trustee Garner seconded; motion carried 4-0:

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

Culinary Consultant Proposal b) Trustee Garcia made a motion to approve the Culinary Consultant Proposal from Brigaid LLC. Trustee Garner seconded; motion carried 4-0:

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

LCAP / District Budget Hearing c) Trustee Garcia made a motion to approve the 2024-2025 Local Control Accountability Plan and District Budget Public Hearing date of June 12, 2024 at 5:30 pm. Trustee Garner seconded; motion carried 4-0:

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

Adjournment There being no further business, President Strickland adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:


Greg Strickland, President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Dr. Cruz Sanchez-Leal 

DATE: 04/10/2023

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

FOR: () Information
(X) Action

Date you wish to have your item considered: April 24, 2024

ITEM: Consider approval of donation for \$2,859.50 from MLK's PTC.

PURPOSE: To be used for the end of year Principal's reward trip to the Cinema.
To reimburse budget line: 0100-1100-0-1110-1000-580000-022-0000

FISCAL IMPACT:

none

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jennifer Levinson

DATE: April 15, 2024

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: April 24, 2024

ITEM: Consider approval of donation from Monroe Parent Teacher Club

PURPOSE: Consider approval of donation from Monroe Parent Teacher Club to Monroe Elementary General Fund for the purchase of student yearbooks and office window screens.

FISCAL IMPACT (if any): \$5,800.00

RECOMMENDATION (if any): Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Receive for information monthly financial reports for the period of 07/01/2023-03/31/2024.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2023-03/31/2024.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

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

Fiscal Position Report

March 2024

Page 1 of 12

4/12/2024 8:19:21AM

Fund: 0100 General Fund

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$49,376,768.98	\$49,376,768.98		
REVENUES						
1) LCFF Sources	8010-8099	\$9,546,548.00	\$58,770,029.57	\$77,557,726.00	75.78	24.22
2) Federal Revenues	8100-8299	\$89,400.00	\$8,136,375.71	\$16,247,604.87	50.08	49.92
3) Other State Revenues	8300-8599	\$1,581,021.96	\$10,650,088.00	\$6,527,692.39	163.15	(63.15)
4) Other Local Revenues	8600-8799	\$737,034.89	\$4,024,342.14	\$6,478,701.13	62.12	37.88
5) Total, Revenues		\$11,954,004.85	\$81,580,835.42	\$106,811,724.39	76.38	23.62
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$3,628,413.04	\$29,068,777.32	\$40,394,057.34	71.96	28.04
2) Classified Salaries	2000-2999	\$1,408,820.28	\$11,896,352.19	\$16,930,594.20	70.27	29.73
3) Employee Benefits	3000-3999	\$2,106,337.33	\$16,391,994.59	\$26,862,413.53	61.02	38.98
4) Books and Supplies	4000-4999	\$238,991.99	\$3,173,549.72	\$8,054,744.97	39.40	60.60
5) Services, Oth Oper Exp	5000-5999	\$504,561.12	\$4,375,574.65	\$7,152,888.41	61.17	38.83
6) Capital Outlay	6000-6999	\$785,209.96	\$6,377,288.71	\$9,758,429.07	65.35	34.65
7) Other Outgo(excl. 7300`s)	7100-7499	\$75,544.00	\$656,744.54	\$2,715,064.28	24.19	75.81
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$65,000.00)	0.00	100.00
9) Total Expenditures		\$8,747,877.72	\$71,940,281.72	\$111,803,191.80	64.35	35.65
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$294,096.00	\$294,096.00	100.00	0.00
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$0.00	\$1,431,679.60	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	(\$294,096.00)	\$1,137,583.60	17.04	82.96
NET INCREASE (DECREASE) IN FUND BALANCE		\$3,206,127.13	\$9,346,457.70	(\$3,853,883.81)		
ENDING FUND BALANCE			\$58,723,226.68	\$45,522,885.17		

Fiscal Position Report
March 2024

Fund: 0800 Student Activity Special Revenue Fund

	March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE					
Net Beginning Balance 9791-9795		\$19,771.20	\$19,771.20		
NET INCREASE (DECREASE) IN FUND BALANCE					
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE		<u>\$19,771.20</u>	<u>\$19,771.20</u>		

Fiscal Position Report
March 2024

Fund: 0900 Charter Schools Fund

	March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE					
Net Beginning Balance 9791-9795		\$62.13	\$62.13		
NET INCREASE (DECREASE) IN FUND BALANCE					
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE					
		<u>\$62.13</u>	<u>\$62.13</u>		

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

Fiscal Position Report

March 2024

4/12/2024 8:19:21AM

Fund: 1300 Cafeteria Fund

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,342,451.80	\$3,342,451.80		
REVENUES						
2) Federal Revenues	8100-8299	\$206,912.82	\$1,619,980.11	\$3,404,452.00	47.58	52.42
3) Other State Revenues	8300-8599	\$65,829.48	\$515,903.69	\$1,303,883.00	39.57	60.43
4) Other Local Revenues	8600-8799	\$7,043.25	\$77,764.38	\$119,480.00	65.09	34.91
5) Total, Revenues		\$279,785.55	\$2,213,648.18	\$4,827,815.00	45.85	54.15
EXPENDITURES						
2) Classified Salaries	2000-2999	\$125,117.87	\$1,047,553.29	\$1,540,735.25	67.99	32.01
3) Employee Benefits	3000-3999	\$51,167.01	\$414,323.62	\$701,518.00	59.06	40.94
4) Books and Supplies	4000-4999	\$306,808.83	\$1,333,329.92	\$2,316,928.00	57.55	42.45
5) Services, Oth Oper Exp	5000-5999	\$6,791.15	(\$6,309.41)	(\$31,655.12)	19.93	80.07
6) Capital Outlay	6000-6999	\$0.00	\$10,959.17	\$0.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$65,000.00	0.00	100.00
9) Total Expenditures		\$489,884.86	\$2,799,856.59	\$4,592,526.13	60.97	39.03
NET INCREASE (DECREASE) IN FUND BALANCE		(\$210,099.31)	(\$586,208.41)	\$235,288.87		
ENDING FUND BALANCE			\$2,756,243.39	\$3,577,740.67		

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

Fiscal Position Report
March 2024

Fund: 1400 Deferred Maintenance Fund

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$676,515.56	\$676,515.56		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$6,935.44	\$15,000.00	46.24	53.76
5) Total, Revenues		\$0.00	\$306,935.44	\$315,000.00	97.44	2.56
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$52,155.25	\$300,000.00	17.39	82.61
6) Capital Outlay	6000-6999	\$0.00	\$511,568.50	\$511,568.50	100.00	0.00
9) Total Expenditures		\$0.00	\$563,723.75	\$811,568.50	69.46	30.54
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	(\$256,788.31)	(\$496,568.50)		
ENDING FUND BALANCE			\$419,727.25	\$179,947.06		

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

Fiscal Position Report

March 2024

Fund: 1500 Pupil Transportation Equip

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$357,499.63	\$357,499.63		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$5,411.54	\$10,000.00	54.12	45.88
5) Total, Revenues		\$0.00	\$5,411.54	\$10,000.00	54.12	45.88
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$105,411.54	\$110,000.00		
ENDING FUND BALANCE			\$462,911.17	\$467,499.63		

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

Fiscal Position Report
March 2024

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$13,194,603.50	\$13,194,603.50		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$164,675.68	\$330,000.00	49.90	50.10
5) Total, Revenues		\$0.00	\$164,675.68	\$330,000.00	49.90	50.10
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$194,096.00	\$194,096.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$194,096.00	\$194,096.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$358,771.68	\$524,096.00		
ENDING FUND BALANCE			\$13,553,375.18	\$13,718,699.50		

Fiscal Position Report
March 2024

Fund: 2120 Building Funds - Local 2

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

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

Fiscal Position Report
March 2024

Fund: 2500 CapitalFacilities Fund

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,601,029.58	\$1,601,029.58		
REVENUES						
4) Other Local Revenues	8600-8799	\$94,958.66	\$524,913.11	\$400,000.00	131.23	(31.23)
5) Total, Revenues		\$94,958.66	\$524,913.11	\$400,000.00	131.23	(31.23)
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$51,240.00	\$94,887.50	54.00	46.00
9) Total Expenditures		\$0.00	\$51,240.00	\$94,887.50	54.00	46.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$1,240,667.68	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$1,240,667.68)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		<u>\$94,958.66</u>	<u>\$473,673.11</u>	<u>(\$935,555.18)</u>		
ENDING FUND BALANCE			<u>\$2,074,702.69</u>	<u>\$665,474.40</u>		

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

Fiscal Position Report

March 2024

Page 10 of 12

4/12/2024 8:19:21AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$1,486,484.41	\$1,486,484.41		
REVENUES						
3) Other State Revenues	8300-8599	\$0.00	\$11,257,073.00	\$14,617,304.00	77.01	22.99
4) Other Local Revenues	8600-8799	\$0.00	\$45,971.80	\$80,000.00	57.46	42.54
5) Total, Revenues		\$0.00	\$11,303,044.80	\$14,697,304.00	76.91	23.09
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$28,607.29	\$365,742.56	\$3,179,166.60	11.50	88.50
9) Total Expenditures		\$28,607.29	\$365,742.56	\$3,179,166.60	11.50	88.50
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$2,740,667.68	0.00	100.00
B) Transfers Out	7610-7629	\$0.00	\$7,480,047.17	\$7,480,047.17	100.00	0.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	(\$7,480,047.17)	(\$4,739,379.49)	73.19	26.81
NET INCREASE (DECREASE) IN FUND BALANCE		(\$28,607.29)	\$3,457,255.07	\$6,778,757.91		
ENDING FUND BALANCE			\$4,943,739.48	\$8,265,242.32		

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

Fiscal Position Report
March 2024

4/12/2024 8:19:21AM

Fund: 4000 Special Reserve - Capital Outlay

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$3,285,082.44	\$3,285,082.44		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$84,071.45	\$100,000.00	84.07	15.93
5) Total, Revenues		\$0.00	\$84,071.45	\$100,000.00	84.07	15.93
EXPENDITURES						
6) Capital Outlay	6000-6999	\$50,484.96	\$56,203.39	\$874.01	6,430.52	(6,330.52)
9) Total Expenditures		\$50,484.96	\$56,203.39	\$874.01	6,430.52	(6,330.52)
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$7,480,047.17	\$7,480,047.17	100.00	0.00
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$1,500,000.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$7,480,047.17	\$5,980,047.17	83.30	16.70
NET INCREASE (DECREASE) IN FUND BALANCE		(\$50,484.96)	\$7,507,915.23	\$6,079,173.16		
ENDING FUND BALANCE			\$10,792,997.67	\$9,364,255.60		

Fiscal Position Report
March 2024

Fund: 6720 Self-Insurance/Other

		March Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$772,011.51	\$772,011.51		
REVENUES						
4) Other Local Revenues	8600-8799	\$75,980.00	\$577,210.84	\$842,000.00	68.55	31.45
5) Total, Revenues		\$75,980.00	\$577,210.84	\$842,000.00	68.55	31.45
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$73,639.60	\$479,929.66	\$820,000.00	58.53	41.47
9) Total Expenditures		\$73,639.60	\$479,929.66	\$820,000.00	58.53	41.47
NET INCREASE (DECREASE) IN FUND BALANCE		\$2,340.40	\$97,281.18	\$22,000.00		
ENDING FUND BALANCE			\$869,292.69	\$794,011.51		

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly

DATE: April 12, 2024

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: April 24, 2024

ITEM: Receive for information a report from the District Parent Advisory Committee for the meeting held on March 19, 2024 (For PAC Meeting #3)

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

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

RECOMMENDATION: This item is informational only

Hanford Elementary School District

Hanford Elementary School District (HESD) Parent Advisory Committee Meeting #3 Report to the HESD Board of Trustees

Date of Meeting: March 19, 2024
Starting Time: 9:00 a.m. to 10:30 a.m.
Location: District Office Board Room

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

The Parent Advisory Committee received information on the following topics:

- LCAP Goal #4: *Students will learn in a safe, well-maintained school where they are supported, engaged, and connected to their school*
- Hanford Elementary's Performance on State Indicators
 - Chronic Absenteeism and Suspension Rates
- Proposed LCAP Expected Outcomes (targets) for Chronic Absenteeism and Suspension rates for the 2024-2025 through 2026-2027 school years
- Local Control Accountability Plan Programs and Services under LCAP Goal #4 that support school climate.

The parent advisory committee made the following recommendations:

- To reduce student screen time on apps during the school day
- The committee recommended the following 2024-2025 through 2026-2027 Expected Outcomes (growth targets) for the district's Local Control Accountability Plan (LCAP)

Student Groups	Suspension Rate Expected Outcomes			Chronic Absenteeism Expected Outcomes		
	24 - 25	25 - 26	26 - 27	24 - 25	25 - 26	26 - 27
Overall-All Students	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Students with Disabilities	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Low Income	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
English Learner	4.00%	3.50%	2.90%	15.00%	12.00%	9.90%
Foster Youth	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Asian	0.00%	0.00%	0.00%	6.00%	5.50%	4.90%
African American	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Hispanic	4.50%	4.00%	2.90%	15.00%	12.00%	9.90%
White	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Two or More Races	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%
Homeless	5.00%	4.00%	2.90%	15.00%	12.00%	9.90%

- Continue to provide communication to parents around COVID and when it's ok to send students to school and when students should be kept home.
- Continue to provide the current level of support for students including nurses, counselors, social workers, student specialists, and vice principals.
- Continue to provide support for foster and homeless students.

The Superintendent Responds:

- The Superintendent supports the reduction of student screen time on apps during the school day.
- The Superintendent concurs with the 2024-2025 through 2026-2027 Expected Outcomes (growth targets) for the district's Local Control Accountability Plan (LCAP) for Suspension Rates and Chronic Absenteeism Rates.
- The Superintendent supports providing communication to parents around COVID. HESD will continue to follow the guidance provided by the California Department of Public Health and will provide any pertinent information to our parents. The Hanford Elementary School District public website continues to provide information regarding this topic and can be found at:
[https://resources.finalsite.net/images/v1705701375/hesdk12caus/tfm5qt7wjfhkgur7rjbw/Returnto schoolguidelinesupdated24-25.pdf](https://resources.finalsite.net/images/v1705701375/hesdk12caus/tfm5qt7wjfhkgur7rjbw/Returnto%20schoolguidelinesupdated24-25.pdf)
- The Superintendent concurs with the recommendation to continue to provide support for students including nurses, counselors, social workers, student specialists, and vice principals.
- The Superintendent concurs with the recommendation to continue to provide support for foster and homeless students.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lucy Gomez

DATE: April 11, 2024

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

Date you wish to have your item considered: April 24, 2024

ITEM: Receive for information a report from the District English Learner Advisory Committee for the meeting held on March 21, 2024 (for DELAC Meeting #3)**PURPOSE:** The DELAC advises the board on the educational programs and services for English Learners including services that are part of the Local Control Accountability Plan.**FISCAL IMPACT:** DELAC is a requirement of the Local Control Funding Formula and several Federally funded programs.**RECOMMENDATIONS:** None-Information Only

Hanford Elementary School District

Hanford Elementary School District (HESD) District English Learner Advisory Committee Report to the Board

Date of Meeting: March 21, 2024
Starting Time: 9:00a.m. to 10:30a.m.
Location: Board Room

Purpose of the Meeting

To advise the board on:

- Development of an LEA master plan, including policies, per the State Board of Education (SBE) EL Roadmap Policy, guiding consistent implementation of EL educational programs and services that takes into consideration the SPSAs.
 - Establishment of LEA program, goals, and objectives for programs and services for English Learners per the SBE-adopted English Learner Roadmap Policy.
-

The DELAC received information on the following topics:

- Professional Development for teachers and administrators that support English Learners
 - The district's programs and services for English learners
 - HESD Performance on State Indicators for Chronic Absenteeism and Suspensions
 - Programs and Services that Support School Climate
-

The DELAC made the following recommendations:

- Explore parent training options to continue to increase parents' use of Parent Vue as a tool to monitor school attendance and academic progress across the school year.
- Continue to support school sites to network and plan student incentive programs and activities.
- Continue to analyze suspension data districtwide to identify grade level trends and plan school site supports and parent training.
- Continue to provide teachers/administrators with professional development that helps to increase student engagement and student academic discussions in the classroom.

The Superintendent Responds:

- The Superintendent supports the recommendation to explore parent training options to continue to increase parents' use of Parent Vue as a tool to monitor school attendance and academic progress across the school year.
- The Superintendent supports the recommendation to continue to support school sites to network and plan student incentive programs and activities.
- The Superintendent supports the recommendation to continue to analyze suspension data districtwide to identify grade level trends and plan school site supports and parent training.
- The Superintendent supports the recommendation to continue to provide teachers/administrators with professional development that helps to increase student engagement and student academic discussions in the classroom.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 15, 2024

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2024**

ITEM: Receive Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2024-2025 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles).

PURPOSE: To initiate the negotiation process for 2024-2025 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

Hanford Elementary Teachers Association
INITIAL PROPOSAL
COLLECTIVE BARGAINING AGREEMENT
Date 04/07/2024

Article 11: School Calendar and Work Year

Discuss school calendar

Article 18: Employee Group Health and Welfare Insurance Benefits

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

Article 20: Salary

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

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez
Assistant Superintendent, HR

DATE: April 15, 2024

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2024**

ITEM: Receive District's Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2024-2025 amendments to the Collective Bargaining Agreement (reopened articles).

PURPOSE: To initiate the negotiation process for 2024-2025 amendments to the Collective Bargaining Agreement between HESD and HETA. The current 3-year agreement allows for re-negotiating Article 11, School Calendar and Work Year, Article 18, Employee Group Health and Welfare Insurance Benefits and Article 20, Salary.

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

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
FOR REOPENERS
HANFORD ELEMENTARY TEACHERS ASSOCIATION
Effective July 1, 2024**

Article 11: School Calendar and Work Year

Discuss school calendar.

Article 18: Employee Group Health & Welfare Insurance Benefits

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

Article 20: Salary

Discuss salary considering current budget conditions.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/12/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/24

ITEM: Receive for information revisions to Board Policy:

- 1250 Visitors/Outsiders

PURPOSE: The revision to Board Policy 1250 Visitors/Outsiders includes clean-up language and incorporates other District facilities such as the District Office. Language has been added that addresses persons entering areas outside common areas where public business is conducted at non-school facilities.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Policy 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 05/10/2023 | **Last Reviewed Date:** 05/10/2023

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure the safety of students and staff and minimize minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits to District schools during regular school days, and to any other District facilities, including the District Office and other administrative offices, during regular business days. Visits to District school sites during school hours shall be first arranged with the teacher and principal or designee. When a visit involves a conference with a teacher or the principal, If a conference is desired, an appointment should be set with the teacher during noninstructional time. The Superintendent or designee shall be responsible for implementing regulations related to visits to non-school facilities such as the District Office and other administrative offices.

For the purposes of school safety and security, the principal or designee may design a visible means for identification for visitors will on school premises. Likewise, the Superintendent or designee may design a visible means of identification for visitors to non-school facilities such as the District Office and other administrative offices.

No electronic listening or recording device may be used by students or visitors in the classroom without the teacher and principal's permission. (Education Code 51512)

All outsiders, as defined by in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Any person who enters areas outside of the common areas where public business is conducted at non-school facilities, including the District Office or other administrative offices, and who commits any act likely to interfere with the peaceful conduct of activities at that facility may be asked to leave that facility by the Superintendent or designee. Refusal or failure to leave when asked, or returning to the facility without following posted requirements, may constitute a misdemeanor and subject the individual to a fine and/or imprisonment. (Penal Code 626.7) Additionally, refusal to leave areas of non-school facilities, including, but not limited to the District Office or other administrative offices that are not open to the general public, may constitute a trespass and be referred to law enforcement officials. (Penal Code 626(o)) The Superintendent or designed shall be responsible for determining what areas constitute common areas and areas not open to the general public.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290 including a parent/guardian of a district student shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

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

State References

Ed. Code 32210

Ed. Code 32211

Ed. Code 32212

Description

[Willful disturbance of public school or meeting](#)

[Threatened disruption or interference with classes](#)

[Classroom interruptions](#)

Ed. Code 35160	Authority of governing boards
Ed. Code 35292	Visits to schools (Board members)
Ed. Code 49091.10	Parental right to inspect instructional materials and observe school activities
Ed. Code 51101	Parents Rights Act of 2002
Ed. Code 51512	Prohibited use of electronic listening or recording device
Evid. Code 1070	Refusal to disclose news source
Lab. Code 230.8	Discharge or discrimination for taking time off to participate in child's educational activities
Pen. Code 290	Sex offenders
Pen. Code 626-626.11	Weapons on school grounds and other school crimes
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds
Pen. Code 627-627.10	Access to school premises
Pen. Code 627.1	Definitions
Pen. Code 627.2	Necessity of registration by outsider
Pen. Code 627.7	Misdemeanors; punishment

Management Resources References

Attorney General Opinion
Court Decision
Website

Description

[95 Ops.Cal.Atty.Gen. 509 \(1996\)](#)
[Reeves v. Rocklin Unified School District \(2003\) 109 Cal.App.4th 652](#)
[CSBA District and County Office of Education Legal Services](#)

Cross References

1100
1112
1240
1240
1312.1
1312.1
1312.2
1312.2
1312.3
1312.3
1312.4
1312.4-E(1)
1312.4-E(2)
3513.3
3513.3
3513.4
3515
3515
3515.2
3515.2
3515.5

Description

[Communication With The Public](#)
[Media Relations](#)
[Volunteer Assistance](#)
[Volunteer Assistance](#)
[Complaints Concerning District Employees](#)
[Complaints Concerning District Employees](#)
[Complaints Concerning Instructional Materials](#)
[Complaints Concerning Instructional Materials](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures - Classroom Notice](#)
[Williams Uniform Complaint Procedures - Complaint Form](#)
[Tobacco-Free Schools](#)
[Tobacco-Free Schools](#)
[Drug And Alcohol Free Schools](#)
[Campus Security](#)
[Campus Security](#)
[Disruptions](#)
[Disruptions](#)
[Sex Offender Notification](#)

3515.5	Sex Offender Notification
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5142	Safety
5142	Safety
6020	Parent Involvement
6020	Parent Involvement
6116	Classroom Interruptions
6116	Classroom Interruptions

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Receive the following Board Policy/Administrative Regulation for information:
 BP/AR 3400 – Management of District Assets/Accounts

PURPOSE:

Policy updated to reflect NEW LAW (SB 1439, 2022) related to conflict of interest from campaign contributions and existing conflict of interest provisions by providing that Governing Board members and district employees involved in the making of contracts on behalf of the district comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest. Policy also updated to direct the Superintendent to submit reports of the district's financial status to the Board, in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, and develop additional internal controls to strengthen fraud prevention.

Regulation updated to reference Governmental Accounting Standards Board's (GASB) Statement #87 regarding lease accounting and GASB Statement #96 regarding subscription-based information technology agreements. Regulation also updated to clarify that the district should utilize the California Department of Education's standardized account code structure software to develop financial reports, and that the district's accounting system should comply with generally accepted accounting principles prescribed by GASB and meet other state and federal reporting guidelines. Additionally, regulation updated to expand the list of actions that constitute fraud, financial improprieties or irregularities; separate out district and county office of education investigations; clarify that the district cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team, law enforcement, or other governmental entities that conduct a fraud investigation; and, consult legal when discussing or disclosing the result of any fraud investigation

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3400 – Management of District Assets/Accounts

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 12/17/2003 | Last Reviewed Date: 12/17/2003

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet the district's fiscal obligations, produce useful information for produces reliable financial reports, and safeguard the district's resources. He/she complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Board of Trustees recognizes the importance of Superintendent or designee shall develop a system to accurately identifying identify and valuing value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

Internal Controls/Fraud Prevention and Investigation

The Board expects all employees, Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in duties dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall be responsible for developing develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. Each member of the, assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous inservice training for business office staff and board members on the importance of fraud prevention, financial management team, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her their area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel ~~and other internal or external departments and~~ the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Regulation 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Reviewed Date: 05/16/2001

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education (CDE) School Accounting Manual. (Education Code 41010)

~~California Department of Education School Accounting Manual. The district shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The district's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.~~

~~(Education Code 41010)~~

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

Audit

~~By April 1~~ Fraud and Misappropriation of each year, the Board Funds

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of Trustees shall provide for an audit of all any document or account belonging to the district accounts,
2. Forgery or unauthorized alteration of a check, bank draft, or any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy. financial document
3. Misappropriation of funds, securities, supplies, or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the district
9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment
10. Failing to provide financial records to authorized state or local entities

11. Overstating income, expenses, or misreporting time

12. Failing to report a conflict of interest

13. Any other dishonest or fraudulent act

District Investigation

The Superintendent or designee shall ~~establish a timetable for the completion and review of investigate reports of fraudulent activity in a manner that protects the audit within confidentiality of the deadlines established by law parties and the facts.~~ All employees involved in the investigation shall be advised to keep information about the investigation confidential.

~~The audit shall be conducted in accordance with General Accounting Office standards for financial and compliance audits. (Education Code 14503)~~

~~The audit shall identify all expenditures by source of funds and shall contain: (Education Code 41020)~~

~~1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller~~

~~2. A summary of audit exceptions and management improvement recommendations~~

~~3. A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor~~

~~The Superintendent or designee shall file the report of the audit~~ If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter, any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation, and discussing or disclosing the result of any investigation shall be made in consultation with legal counsel.

County Office of Education Investigation

~~The district shall cooperate with the County Superintendent of Schools, the Department of Education, and the State Controller no later than December 15. (Education Code 41020)~~

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)~~

Quality Control Reviews

~~The independent auditor shall complete a quality control review every three years~~ Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement, or other governmental entities that conduct a fraud investigation, in accordance with ~~General Accounting Office standards~~ law. (Education Code 14503, 1241.5)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

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

PURPOSE:

Policy updated to reflect NEW LAW (SB 348, 2023) which (1) clarifies that districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, including a student enrolled in an independent study program as specified, regardless of the student's eligibility for a federally funded free or reduced-price meal, (2) defines a "nutritionally adequate breakfast and lunch," and (3) requires that students be provided with adequate time to eat. Additionally, policy updated to reflect NEW LAW (AB 95, 2023) which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided. In addition, policy updated to reflect NEW LAW (SB 114, 2023) which establishes school food best practices such as serving freshly prepared onsite meals using minimally processed, locally grown, and sustainable food, giving priority to California-grown or produced foods, and increasing plant-based or restricted diet food options for students. Policy updated to reflect California Department of Food and Agriculture guidance about school gardens.

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3550 – Food Service/Child Nutrition Program

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 09/28/2022 | Last Reviewed Date: 09/28/2022

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

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. A nutritionally adequate breakfast or lunch is one that qualifies for reimbursement under the most current meal pattern for the federal School Breakfast Program or National School Lunch Program.

After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service.
(Education Code 49431)

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

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
- ~~5. Be provided at no cost to students who request a meal~~

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

The district's food service program shall give priority to serving ~~unprocessed~~freshly prepared onsite meals, using whole or minimally processed sustainable foods ~~and which are locally grown or produced, including~~ fresh fruits and vegetables, and providing plant-based or restricted diet food options for students.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals, positively impact students' knowledge related to food and nutrition, support the district's nutrition education program, and increase students' consumption of these foods and participation in school meals.

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

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

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

Students shall be allowed adequate time and space to eat meals. [\(Education Code 49501.5\)](#)

To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

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

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

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

Regulation 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 10/14/2015 | **Last Revised Date:** 09/28/2022 | **Last Reviewed Date:** 09/28/2022

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code

49501.5, 49553; 42 USC 1758, 1773)

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

Drinking Water

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

Special Milk Program

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

(7 CFR 215.7) **Food Safety**

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

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

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

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

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725.1 and applicable county regulations.

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

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

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

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

PURPOSE:

Policy updated to reflect NEW LAW (SB 348, 2023) which clarifies that (1) the establishment of a cafeteria fund does not preclude the district from using other funds for the purpose of purchasing school meals, and (2) districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, including a student enrolled in an independent study program as specified, regardless of the student's eligibility for a federally funded free or reduced-price meal. Additionally, policy updated to reflect NEW LAW (AB 95, 2023) which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided and NEW LAW (SB 114, 2023) which establishes school food best practices such as giving priority to using California-grown or produced, sustainably grown, or whole or minimally processed foo

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

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

BP/AR 3551 - Food Service Operations/Cafeteria Fund

Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 11/08/2023 | Last Reviewed Date: 11/08/2023

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

At the Board's discretion, district funds other than the cafeteria fund may be used for the purchase of school meals.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

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

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

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. After such school meals have been made available to a student, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431, 49501.5)

As permitted by law, ~~additional or second meals~~, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49431, 49501.5)

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

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

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

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

Cafeteria Fund and Account

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

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

OPTION 2: (Food service employees paid from cafeteria fund)

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

OPTION 2 ENDS HERE

Contracts with Outside Services

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

Procurement of Foods, Equipment, and Supplies

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

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and to providing plant-based or restricted diet food options for students.

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, the quality of the domestic product is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

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

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the

most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

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

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 04/16/1997 | **Last Revised Date:** 11/08/2023 | **Last Reviewed Date:** 11/08/2023

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

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

Reimbursement Claims

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

Donation of Leftover Food

Minimizing Food Waste and Reducing Food Insecurity

The District shall take steps to minimize food waste and reduce food insecurity in district schools. (Health and Safety Code 114079)

The Superintendent or designee shall arrange to recover the maximum amount of edible food that would otherwise be disposed for donation to a local food recovery organization. (14 CCR 18991.3)

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

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

The Superintendent or designee shall maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be

collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. (14 CCR 18991.4)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

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

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

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

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

Net cash resources in the nonprofit school food service shall not exceed six months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

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

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

Contracts with Outside Services

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

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the

quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the⁷¹ management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Receive the following Board Policy/Administrative Regulation for information:
 BP/AR 3553 - Free and Reduced Price Meals

PURPOSE:

Policy updated to reflect NEW LAW (SB 348, 2023) which clarifies that districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, regardless of the student's eligibility for a federally funded free or reduced-price meal, and NEW LAW (AB 95, 2023) which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided. Additionally, policy updated to clarify that meals served under the school nutrition program meet district-adopted guidelines, in addition to state and federal nutrition standards. In addition, policy updated to more closely align with code language.

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the following Board Policy/Administrative Regulation at the next board meeting:
 BP/AR 3553 - Free and Reduced Price Meals

Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 11/18/1998 | Last Revised Date: 09/28/2022 | Last Reviewed Date: 09/28/2022

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

Each school day, the district shall ~~provide~~make available, free of charge, ~~a~~one nutritionally adequate breakfast and one nutritionally adequate lunch for any student who requests a meal. (Education Code 49501.5)

After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service.
(Education Code 49431)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

The

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

Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards, as specified in ~~accordance with law, Board policy, and administrative regulation~~ district-adopted guidelines.

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

Confidentiality/Release of Records

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

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

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

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

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

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

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

Regulation 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 11/18/1998 | Last Revised Date: 09/28/2022 | Last Reviewed Date: 09/28/2022

Applications

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

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520, 49557; 42 USC 1758; 7 CFR 245.5)

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

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

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

Eligibility

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

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

Verification of Eligibility

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

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the

Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits

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

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

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

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to disclose a ~~student's~~student's name and eligibility status from individual meal records only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

Director of Program Development, Assessment & Accountability

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that:

~~-(Education Code 49558)~~

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law~~-~~
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released~~-~~
3. All other confidentiality provisions required by law are met~~-~~
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose~~-~~

Nondiscrimination Plan

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

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law~~-~~
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means~~-~~

3. The students shall not be required to work for their meals.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/12/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/24

ITEM: Official 2024 Delegate Assembly Ballot Sub-region 10C (Kings County)

PURPOSE: As members of the California School Boards Association (CSBA) the Board, as one body, is being asked to vote for one representative from our sub-region 10C for the CSBA Delegate Assembly. The reason for the vote is due to a tie which has resulted in a run-off election.

The HESD Board has only one vote; therefore, the Board as a whole, may vote for one candidate. The ballot with the candidates is attached.

FISCAL IMPACT: None.

RECOMMENDATIONS: Vote to elect a Delegate for Region 10C.



TIME SENSITIVE - REQUIRES BOARD ACTION
DEADLINE: TUESDAY, APRIL 30

March 27, 2024

MEMORANDUM

To: All Board Presidents and Superintendents
 CSBA Member Boards of Education in Region 10C

From: Albert Gonzalez, CSBA President

Re: 2024 CSBA Delegate Assembly Run-off Elections
U.S. Postmark Deadline – Tuesday, April 30, 2024

RECEIVED

APR 08 2023

Superintendent's Office

The members of the Delegate Assembly Election Committee met on March 26, 2024, to count and certify the ballots for membership on the CSBA Delegate Assembly. A tie vote resulted in a run-off election in your Region.

Enclosed is the run-off ballot material for election of a representative to CSBA Delegate Assembly from your Region. The material consists of the ballot (on turquoise paper) and a list of all current members of the Delegate Assembly from Region 10C effective April 1, 2024. In addition, the candidates' required biographical sketch form and optional resume is provided, along with a "copy" of the run-off ballot on white paper so that it may be included in your board agenda packet. **Only the run-off ballot on turquoise paper is to be completed and returned.**

The board votes using the turquoise ballot. The ballot must be filled out completely, signed by the Superintendent or the Board Clerk, and returned in the enclosed envelope. If the envelope is misplaced, you may use your district's stationery, please write **DELEGATE ELECTION – RUN-OFF BALLOT** and your Region number on the envelope. **Run-off ballots must be postmarked by the U.S. Post Office on or before Tuesday, April 30, 2024.**

The run-off ballots will be counted by May 10 and candidates will be notified of the results immediately. Should a second tie occur, the Regional Director will cast the tie-breaking vote. All newly elected Delegates will serve terms that will expire on March 31, 2026. The next meeting of the Delegate Assembly is on Saturday, May 18 – Sunday, May 19 and will take place at the Hyatt Regency Hotel, in Sacramento. Please do not hesitate to contact Trenice Campbell (tcampbell@csba.org) should you have any questions. Thank you.

REQUIRES BOARD ACTION

This completed **ORIGINAL RUN-OFF BALLOT** must be **SIGNED** by the Superintendent or Board Clerk and may be returned via USPS on or before **TUESDAY, APRIL 30, 2024**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR A LATE BALLOT THAT IS NOT POSTMARKED ON OR BEFORE APRIL 30 WILL NOT BE VALID.*

OFFICIAL 2024 DELEGATE ASSEMBLY RUN-OFF BALLOT
REGION 10-C
(Kings County)

(Vote for no more than 1 candidates)

Delegates will serve two-year terms that will end March 31, 2026

**denotes incumbent*

☐

Precilla Barrera-Lopez (Reef-Sunset USD)

☐

Melonie Robinson (Hanford Joint Union HSD)

Signature of Superintendent or Board Clerk

Title

School District

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

REGION 10 – 14 Delegates (10 elected/4 appointed ♦)

Director: Kathy Spate (Caruthers USD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion10-A (Madera, Mariposa)

Barbara Bigelow (Chawanakee USD), term expires 2025

Subregion10-B (Fresno)

Rosemary Alanis (Selma USD), term expires 2026

Hugh Awtrey (Clovis USD) ♦, appointed term expires 2025

Daniel Babshoff (Kerman USD), term expires 2025

Darrell Carter (Washington USD), term expires 2026

Keshia Thomas (Fresno USD) ♦, term expires 2026

Genoveva Islas (Fresno USD) ♦, appointed term expires 2025

Yolanda Moore (Clovis USD) ♦, appointed term expires 2026

Ronald Parker (Firebaugh-Las Deltas USD), term expires 2026

Constance "Connie" Schlaefter (Sierra USD), term expires 2025

G. Brandon Vang (Sanger USD), term expires 2025

Subregion10-C (Kings)

RUN-OFF, term expires 2026

County Delegate:

Marcy Masumoto (Fresno COE), term expires 2026

Counties

Madera, Mariposa (Subregion A)

Fresno (Subregion B)

Kings (Subregion C)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 4/5/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/24

ITEM: READY Program Plan Approval

PURPOSE: The READY Expanded Learning Program Plan outlines the intent and purpose of the READY Expanded Learning Program at all nine of the elementary school sites within HESD. The plan has been approved by the CDE to be in compliance with the requirements for the ASES (After School Education and Safety) grant. Request that the board approve the plan for implementation in the district for the 2024-2027 school years.

FISCAL IMPACT: N/A**RECOMMENDATIONS:** Approve

READY Expanded Learning Program AFTER SCHOOL EDUCATION AND SAFETY PROGRAM PLAN

Prepared by:
Jennifer Bays- READY Program Supervisor
Hanford Elementary School District

714 N. White St.
Hanford, Ca 93230



This Program Plan Guide is required by California *Education Code (EC)* 8482.3(g)(1). It must be completed in its entirety and submitted as part of the After School Education and Safety (ASES) Grant Renewal application process.

Revised October 2023



After School Program Plan

1. Grant Identification Number: **16-23929-631-EZ**

2. County District School (CDS) Code:

County-District-School Code	School Name
16639170110981	Hamilton Elementary
16639176010391	Jefferson Academy
16639176010409	Lee Richmond Elementary
16639176010417	Lincoln Elementary
16639176113609	Martin Luther King Jr. Elementary
16639176010425	Monroe Elementary
16639176010433	Roosevelt Elementary
16639176118798	Simas Elementary
16639176108815	Washington Elementary

3. Authorized Signatory (Fiscally responsible for the program)

a. **Joy Gabler**

b. **Superintendent, Hanford Elementary School District**

c. jgabler@hanfordesd.org

(559)585-3604

Name(s) of After School Program Site(s)

Instructions: Use the following worksheet example to list the site name and the projected daily attendance for the expanded learning program.

Site Name	Projected Daily Attendance
1. Hamilton Elementary	84+
2. Jefferson Academy	84+
3. Martin Luther King Jr. Elementary	84+
4. Lincoln Elementary	84+
5. Monroe Elementary	84+
6. Richmond Elementary	84+
7. Roosevelt Elementary	84+
8. Simas Elementary	84+
9. Washington Elementary	84+

Target Population	Percentage of School Population
➤ Low Income Students	78%

Purpose

The purpose of the program plan is to create an operational design of an after school program within the framework of the requirements defined in *EC* sections 8482 et seq., and to describe program activities which support students' development of Social and Emotional Learning (SEL) skills. The SEL is about helping students develop a range of skills they need for school and life. Social-Emotional skills include the ability to:

- Set and achieve positive goals
- Feel and show empathy for others
- Establish and maintain positive relationships
- Make responsible decisions
- Understand and manage emotions

These are necessary skills —both for educators and students—to function well in the classroom, in the community, and in college and careers.

Instructions

The program plan is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community and to provide continuous improvement in the development of an effective after school program.

The after school grantee is responsible for creating, reviewing, and updating the program plan every three years (*EC* Section 8482.3[g][1]). The grantee must work collaboratively with after school partners and staff to develop and review the program plan. If the grantee subcontracts with an outside provider to operate the after school program, the grantee is ultimately responsible for the plan. The grantee should include the subcontractor in the development and review of the plan and provide a copy of the document to the subcontractor. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards and introduced requirements for Continuous Quality Improvement (CQI) to help programs to engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard section. The grantee may customize and include additional prompts, such as describing SEL activities, to refine your plan. In addition to the narrative response, it may be useful to include tables, charts or other visual representations that contribute to the understanding of the before and after school program.

1—Safe and Supportive Environment

- Describe the initiatives and measures that will be taken by the program to create safety procedures that are aligned with the instructional day, including regular staff training and practice drills with students and staff.

The program will develop and implement:

- Effective student arrival and dismissal procedures to ensure students safety
- An early release policy
- A yearly calendar of emergency drills to ensure staff and student preparedness
- Effective school emergency procedures and processes, train staff on security plans, policies and procedures, reporting and documenting
- School sites will maintain a record of students enrolled in their program and keep up to date with any parental or custodial changes, address changes or phone number changes
- READY Site Lead will participate and attend school staff meetings, as determined by site principal
- READY Site Lead to meet and discuss student's progress and challenges, and together solve student-related issues and concerns with site administration
- READY Site Lead will meet with the Principal formally or informally at least once per month and/or as needed
- READY Program Supervisor to maintain communication regarding the expanded learning program with the site principals and the Superintendent
- Describe how the program will provide a safe and supportive environment that provides for the developmental, social-emotional, and physical needs of students.

The READY Expanded Learning Program will:

- Provide a comprehensive list to all READY sites outlining student health issues and health care plans

- Ensure that program indoor space, outdoor space, supplies and accessible equipment are adequate and safe
- Provide students and staff with suitable indoor classroom space for the academic and enrichment activities daily
- Provide students and staff with ample outdoor space for the recreation and activity component of the expanded learning program
- Ensure that the snacks provided are healthy and nutritious and meet California Education Code requirements
- Train staff on classroom management and ADHD behaviors
- Provide and training to staff in understanding and addressing students with special needs
- Provide information about students in the expanded learning program to key personnel to ensure students with unique needs are addressed during the regular school day and in the expanded learning program
- Ensure that each young person has one adult who knows him or her well
- Establish relationship with students, being mindful and respectful of diversity
- Maintain a 20:1 student to adult ratio at all times
- Create an environment of mutual respect
- Create structures that allow for smaller learning groups
- Provide conflict resolution training for young people
- Train staff in physical and emotional safety procedures

2—Active and Engaged Learning

- Provide examples of best practices, including research or evidence-based practices that were used to guide the planning of educational literacy and educational enrichment activities that will align with the regular school day to enhance academic performance achievement and positive youth development.

The Expanded Learning Program will:

- Provide opportunities for expanded learning program staff to collaborate and interact with regular school day staff
- Consult regularly with regular school day staff to ensure that the needs of individual students are being met
- Communicates regularly with the school day staff to monitor the academic and behavior progress of students
- Secure regular input from regular school day teacher and administration on the impact expanded learning program has on student.
- Provide professional development in the use of research-based curricula and teaching methodologies
- Provide on-going training to in-line staff to ensure alignment of the expanded learning program with the regular school day
- Provide staff with training from site administration regarding the implementation of the Common Core Standards and align programming in the expanded learning program with the regular school day
- Provide homework support daily- All students will be provided an opportunity to seek assistance on their homework and be provided ample time to complete their homework in the afterschool program daily.
- Describe the planned program activities and how they will:
 - a. Provide positive youth development.
 1. Staff will be provided with training on integration of character education and youth development principles and practices in expanded learning
 2. Students will be encouraged to be self-reliant and responsible.
 3. Students will be provided with choices

4. Students will be provided with opportunities to help others
 5. The expanded learning program will maintain high expectations for all students, guidance in focusing on their strengths and challenge them to go beyond what they think they can do.
- b. Provide hands-on, project-based learning that will result in culminating products or events.

The expanded learning program will:

1. Offer a wide variety of fun, challenging and engaging activities that are aligned with academic and enrichment standards and are outcome-based
2. Integrate project-based learning into program activities
3. Engage participants in enrichment learning periods that will result in a culminating event such as an art show, science fair, community resource fair, etc.
4. Include parental participation in support of culminating events

3—Skill Building

- Describe how the program educational literacy and educational enrichment activities are expected to contribute to the improvement of student academic achievement as well as overall student success.
 - All enrichment activities will be aligned with academic visual and performing arts, health and nutrition and physical education standards and youth development practices that will lead to accomplishment of the program's vision and goals.
 - Students will be provided with enrichment opportunities in the area of academics, (core academics).
 - Students will be provided with enrichment opportunities in the area of visual and performing arts.
 - Students will be provided with enrichment opportunities in the area of health and nutrition.
 - Students will be provided with enrichment opportunities in the area of physical fitness and youth development.

- Resources will be provided to the expanded learning program by the District to support the implementation of curricula and enrichment activities.
- Technical assistance will be provided to the expanded learning program to support the implementation of curricula and enrichment activities.
- Integrate project based and service learning in all enrichment activities.
 - Students will be provided with project and Service-Learning activities to better understand and serve their community as a whole
- Explain how the planned program activities are based on the school and community needs for a before school, after school and/or supplemental program.

The expanded learning program will provide activities based on students' needs and interest and potential career paths. The program provides participants with opportunities and space to share their viewpoints, concerns, or interest in order to impact program practices or policies. Data reflected through district surveys of families and parents, program administered surveys of parents and participants demonstrate a high desire and need for expanded learning programs throughout the community of Hanford, California.

4—Youth Voice and Leadership

- Describe how student feedback, assessments, evaluations, and integration with the instructional day will be used to guide the development of training, curricula, and projects that will meet students' needs and interests.
 - Program staff will meet with student advisory groups to discuss results of student driven surveys and ways in which to incorporate student feedback.
 - Staff training will be provided to in-line program staff that address program needs and sustainability.
- Describe the opportunities provided to students where they can share their viewpoints, concerns, or interests (i.e., student advisory group) that will impact program practices, curricula, or policies, including opportunities for student leadership.

- Participants will elect a committee of their peers within the expanded learning program, to serve as representatives of student voice as they influence program practices, curricula or policies.
- Student advisory groups will survey students within the expanded learning program, (KWL charts, classroom discussions, surveys).
- The program staff will provide students with opportunities to leave anonymous feedback, (i.e. journals, suggestion boxes, etc.) and review the info with students and staff and make appropriate adjustments based on student feedback.
- Describe how students in lower grades will be able to make choices when participating in program activities, and how students in higher grades will actively exercise their leadership skills by addressing real world problems that they identify in their communities (e.g., service learning).
 - Students in lower grades will elect representatives to student advisory groups as will their upper grade counterparts.
 - Staff will encourage student feedback through instructional time, utilizing afternoon class meetings, KWL charts, class surveys and conversations with students.
 - READY staff will provide students with service-learning projects and activities to better understand and serve their community as a whole.

5—Healthy Choices and Behaviors

- Describe the types of healthy practices and program activities that will be aligned with the school wellness plan.

The Program will:

- Provide a comprehensive list to all READY sites outlining student health issues and health care plan.
- Students will be provided with enrichment opportunities in the area of health and nutrition.
- Students will be provided with enrichment opportunities in the area of physical fitness.
- Provide on-going referrals of resources to parents that are health

related.

- Coordinate with community organizations for parents to participate in health, welfare and safety education events as openings are available.
- Coordinate with community organizations for parents to participate in health, welfare.
- Ensure that the snacks provided are healthy and nutritious and meet California Education Code requirements.
 - Staff will distribute healthy and nutritious snacks to READY students and provide documentation.
- Describe how the program will incorporate healthy nutritional practices, and the types of daily developmentally appropriate and/or research-based physical activities the program will conduct. Include any collaborative partnerships with wellness organizations.

The Program will:

- Offer nutrition lessons a minimum of 30 minutes per week
- Collaborate with UE Cal Fresh Nutrition Program, a community partner, to provide activities, lessons and projects focused on nutrition and healthy choices for students, (i.e. CATCH activity games, community gardens, cooking lessons and activities for students, chef clubs, etc.).
- Offer physical fitness activities at each school site a minimum of 3 hours per week.
 - Students will understand that “healthy” is not only a matter of food, but integrates physical activity, dental, health, emotional stability and drug/alcohol/tobacco free choices.
- Give three to five examples of nutritious snacks or meals that follow the California Nutritional Guidelines that are served in your after school program.
 1. Dolphin and Friends Cracker
Baby Carrots
Juice- Apple 6 fl. Oz
Juice- Orange 6 fl. Oz.
Ranch Dressing 12g
 2. Strawberry Banana Yogurt
Honey Graham Crackers- 2
1% Low Fat White Milk

3. Cheez-it Crackers
Applesauce Cup
Juice- Apple 6 fl. Oz
Juice- Orange 6 fl. Oz.

6—Diversity, Access, and Equity

- Describe how the program will create an environment that promotes diversity and provides activities and opportunities to celebrate students' cultural and unique backgrounds.

The Program will:

- Encourage parents/guardians and community members to access the volunteer process to strengthen the overall program.
- Students will be provided with project and service learning activities to better understand and serve their community as a whole.
- The READY Expanded Learning Program has sought to create collaborative partnerships with community members such as the Kings Cultural Center, a local community-based enrichment center. We strive to create a program that incorporates various cultural activities such as dance and art into the program for the purpose of creating a respectful and culturally diverse environment for students.
- The program actively recruits and hires staff that reflects the community of the students served.
- Describe how the program will reach out and provide support to students with disabilities, English language learners, and other students who have potential barriers to participate in the program.
 - Students and staff are provided with necessary instructional materials to ensure student access to necessary materials to thrive.
 - Staff will train on classroom management and ADHD behaviors.
 - Provide training to staff in understanding and addressing students with special needs.
 - Provide information about students in the expanded learning program to key personnel to ensure students with unique needs are addressed during the regular school day and in the expanded learning program.
 - Establish relationships with students, being mindful and respectful of diversity.
 - Expand the group's knowledge of particular groups and cultures through enrichment activity focus and culminating events.

- Train staff in physical and emotional safety procedures, working with English learners, working with students with Special Needs/understanding the 13 handicapping conditions/auditory processing/visual processing disorders.

7—Quality Staff

- Describe how the program’s administrators will ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide.
 - Job descriptions have been developed and are known by all Expanded Learning staff and CSEA Union Representatives. See Attached Appendix A, “READY Program Tutor” and Appendix B, “READY Site Lead” Job descriptions.
- Describe the planned recruitment and hiring process for staff and how their experience, knowledge, and interests will be considered.
 - The READY Expanded Learning Program will develop a balanced, diverse staff, capable of bringing a wealth of knowledge enthusiasm, and expertise to the program. This process will include a broad spectrum of people as the part of the interview process, as well as those that are hired. The Expanded Learning Program will try to hire individuals with different strengths, abilities and contributions to make at both the management and site levels.
 - The Expanded Learning Program will follow the hiring process of Hanford Elementary School District, the SCE, the Educational Code requirements.
- Describe the type and schedule for the continuous professional development that will be provided to staff.

Staff Training is conducted prior to the start of each school year to review the District handbook, mandated training (such as Child Abuse reporting, trips, slips and falls) and READY handbook training-which focuses greatly on the policies and practices of the program. In addition, ongoing training is provided on Wednesday’s at the school sites and are conducted by each school’s site administrative team. The focus of this on-going training is to assist the expanded learning staff with understanding and implementing the instruction and instructional focus of the regular school day to maintain a seamless transition for students from the regular day into the expanded learning program. Much of this training is provided by the site leadership team, as well as by grade level teachers, who are instrumental in understanding the needs of their children in the afterschool program and the value in the expanded learning staff.

Furthermore, school site administration communicates regularly with their program Site Lead and in-line staff to address any additional training or program responsibilities, as necessary. Below are some examples of the trainings that are conducted to ensure program responsibilities, understanding the role and responsibilities of the afterschool program and skills to address a variety of student populations.

Program Training & Workshops will include the following:

- Staff Roles and Responsibilities, to include an overview of the After School Education and Safety Program grant
- Program Policies & Procedures, to include mandated state reporting and documentation as well as using program-specific forms
- Safety Procedures in Expanded Learning
- Team Building
- Relationship Building & Communications:
 - Working Effectively with Classroom Teachers and School Staff
 - Dealing with Parents
 - Establishing and Maintaining Connection Forms
- Classroom Management
- Behavior-Behavior Intervention Plans
- Working with English Language Learners
- Working with Students with Special Needs/understanding the 13 handicapping conditions/auditory processing/visual processing disorders
- Youth Development Principles and Practices
- Understanding and Using Standards in Expanded Learning Program
- Aligning School Curriculum with Expanded Learning Activities
- Homework Delivery/engaging students in homework/reinforcement and reward
- Reading with Kids/small group instruction/running records/miscue analysis
- Making Math Fun
- Outcome-Based Enrichment Activities to include Project Based and Service Learning
- Enrichment Programs (such as Arts, Dance, Food & Nutrition, etc.)
- Program Package Curricula Delivery (such as Science Explorer, KidzLit, KidzMath, Game Day Sports and Education, etc.)
- Managing and Measuring Outcomes
- Keenan Safe Schools Training:
 - Mandated Child Abuse and Neglect
 - Integrated Pest Management for Teachers and Office staff
 - Sexual Harassment for Non-Managers (SB 1343)
 - Discrimination Awareness in the workplace
 - Slips, Trips and Falls
 - Diversity Awareness: Staff-to-Staff
 - Bloodborne Pathogen Exposure and Prevention

These Professional Development activities are determined by administrative supervision, survey responses, individual site needs and by request.

8—Clear Vision, Mission, and Purpose

- Describe how the needs of the community, students, parents, and school were identified (i.e., assessment scores, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.), the resources available, and how those needs will be addressed.

Hanford is a small rural community in the heart of the Central Valley with a population of 58,496. The population is made up of 37.3% white alone, 49.7% are Hispanic, 5.2% African American, 7.8% other nationalities. The unemployment rate, as reported in August 2023 for the area is 6.4%, which is more than national average of 7.9% as reported by the U.S. Bureau of Labor Statistics. The United States Census Bureau reports less than 12% of adults living in the Hanford area had attained at least a bachelor's degree, far below the national rate of 36%. 15% of area residents earned incomes below the national poverty line last year, among the higher rates nationwide.

The attendance rate for 2022-2023 school year was 93.1% with a chronic absenteeism rate of 7.9% (the large majority of those who were truant were students in grades K-3).

As reported on the California School Dashboard, most district schools have performed an average of 23.8 points below standard, or within the Orange Category, in English Language Arts. Similarly, most district schools contribute to an average of 40.7 points below standard, also within the Orange Category. With a change toward the Common Core Standards and instruction, the district is focusing on the instructional and assessment changes and have worked collaboratively with the READY Expanded Learning Program staff to ensure a continuation of the regular school day into the afterschool program.

The program focuses on serving the maximum number of students. The READY Expanded Learning Program staff strives to keep the enrollment numbers in the afterschool program at the maximum, always exceeding the 85% requirement in the grant. The program also strives to serve a variety of students. Of the approximately 1125 students in the expanded learning program, 821 qualify for the free and/or reduced lunch program, 262 are English Language Learners, 81 are identified as special education and 48 are identified as qualifying for Section 504.

As provided by local law enforcement, in the last year, 859 juveniles have been charged with misdemeanors and felonies and 108 juveniles are currently on probation.

The Hanford Elementary School District Child Welfare and Attendance, HESD Net, HESD Categorical Programs Department, the Hanford Police Department, Hanford Fire Department, American Lung Association, UC Cal Fresh Nutritional Program, parents, teachers and student surveys, along with collaborative partners all provided input for the Action plan and ensuing goals for the READY Expanded Learning Program were re-established.

In meeting the needs of our program's vision, a plan of action has been established with meaningful goals and objectives as well as its desired results and outcomes. These goals will help us move much more quickly by focusing attention, channeling everyone's energy in the same direction and staying on track. Measurement tools will be used to document and assess impact objectives. Outcomes will assist us in evaluating our program and redirect our goals and efforts.

Describe three to five program goals developed from the results of the needs assessment and how will data be collected to evaluate whether program goals are being met.

Goal 1: Children will feel safe and secure during the afterschool program

Program Goals	Program Content	Outcome Measures
<ol style="list-style-type: none"> 1. Design a safety plan to ensure student safety 2. Train staff on the district policies and procedures regarding school emergencies 3. Develop a routine schedule for safety drills for staff and students 4. Schedule and hold regular safety drills with afterschool program staff and students 5. Develop programs and policies related to identifying the health and medical needs of students 6. Develop a procedure to maintain an easily accessible list of all participants with current emergency contacts for program staff 	<p>Afterschool program at nine (9) elementary school sites begin immediately after the school day and operates until 6:00 pm</p> <p>Develop and implement effective student arrival and dismissal procedures to ensure student safety</p> <p>Develop and implement an early release policy</p> <p>Develop and implement a yearly calendar of emergency drills</p> <p>Provide training for afterschool program staff regarding a variety of emergency drills and procedures for student and staff safety</p> <p>Align and implement effective school emergency procedures and processes Train staff on security plans, policies and procedures, reporting and documenting</p> <p>Provide a comprehensive list to all READY sites outlining student health issues and health care plan</p>	<p>Students will have a safe place to be afterschool (MT: # of Students in the Program, Administration Survey, READY Staff Survey, Parent Survey)</p> <p>Students will have fewer absences in the daytime program (MT: Compared Non-Participating Students with Participating Students)</p> <p>Student will want to attend READY (MT: # of Students on Waiting List)</p> <p>Students will feel supported by afterschool program staff (MT: Student Survey)</p> <p>Students participating in READY, a minimum of 120 days, will average fewer days of absence in the regular school day than before their participation (MT: School Attendance Records)</p> <p>At least 75% of students will report feeling safe in the afterschool program (MT: Student Survey)</p> <p>At least 75% of students will report satisfaction with the afterschool staff (MT: Student Survey)</p>

	<p>Each site will maintain a record of students enrolled in their program and keep up to date with any parental or custodial changes, address changes or phone number changes</p>	<p>At least 70% of students who enroll in READY will participate a minimum of 120 days during the program year (<i>MT: READY Enrollment</i>) Afterschool staff will be provided a health problems list and any health care plans for students with significant health issues (<i>MT: Monthly lists are sent from the READY Office to site staff</i>)</p> <p>Staff will be provided with yearly training in dealing with routine and significant health care needs of students (<i>MT: Training Agendas/Sign-In Sheets</i>)</p> <p>Each site will maintain a binder with student emergency and contact information within the binder and make the binder accessible to all afterschool staff (<i>MT: Site Binder</i>)</p>
<p>7. Ensure that program indoor space, outdoor space, supplies and accessible equipment are adequate and safe (<i>MT: Supply/Material Inventory, Program Schedule, Lesson Plans</i>)</p>	<p>Students and staff are provided with suitable indoor classroom space for the academic and enrichment activities daily</p> <p>Students and staff are provided with ample outdoor space for the recreation and activity component of the afterschool program</p> <p>Necessary instructional materials will be provided to afterschool staff to ensure student access to necessary materials to thrive</p> <p>Ample recreation equipment will be provided to afterschool program staff</p>	<p>Afterschool program staff's lesson plans will include a recreational activity in which students are encouraged to participate physically and are taught sportsmanship and team building skills (<i>MT: Program Schedule, Lesson Plans</i>)</p> <p>Afterschool program staff's lesson plans will include activities both inside and outside of the classroom (<i>MT: Program Schedule, Lesson Plans</i>)</p> <p>Ample materials and equipment will be provided to afterschool program staff (<i>MT: Supply/Material Inventory</i>)</p>

8. Ensure that the snacks provided are healthy and nutritious and meet California Education Code requirements	Staff will distribute healthy and nutritious snacks to READY students and provide documentation	100% of students in the afterschool program will be offered a healthy and nutritious snack, daily (<i>MT: Food Service Log</i>)
9. Develop and implement clearly defined procedures to ensure the staff monitor and address student behavior; develop and implement an appropriate plan for student discipline	<p>Maintain a 20:1 student to adult ratio at all times</p> <p>Train staff on classroom management and ADHD behaviors</p> <p>Provide training to staff in understanding and addressing students with special needs</p> <p>Provide information about students in the afterschool program to key personnel to ensure student with unique needs are addressed during the regular school day and in the afterschool program</p>	<p>Students will have fewer discipline referral (<i>MT: Number of Citations and/or Notices of Unacceptable Behavior</i>)</p> <p>All staff will be trained on classroom management techniques (<i>MT: Training Agendas/Sign-In Sheets, Administrative Survey</i>)</p> <p>All staff will be trained in behavior strategies, behavior modification techniques (<i>MT: Training Agendas/Sign-In Sheets</i>)</p> <p>At least 95% of afterschool staff will have good classroom management techniques (<i>MT: Staff Evaluations</i>)</p>
10. Provide opportunities for children to feel emotionally safe throughout the program day	<p>Ensure that each young person has one adult who knows him or her well.</p> <p>Establish relationship with students, being mindful and respectful of diversity</p> <p>Create an environment of mutual respect</p> <p>Create structures that allow for smaller learning groups</p> <p>Institute a regular group or “community” check-in meeting</p> <p>Expand the group’s knowledge of particular groups and culture</p>	<p>Students will want to come to READY daily (<i>MT: Attendance Records, Student Surveys</i>)</p> <p>All staff show a genuine care and interest in the READY students (<i>MT: Parent Survey</i>)</p> <p>100% of afterschool staff will know their students well (<i>MT: READY Staff Survey</i>)</p> <p>100% of afterschool staff will be trained in physical and emotional safety procedures (<i>MT: Training Agenda/Sign-In, Student Discipline Records, Administration Survey</i>)</p>

	Provide conflict resolution training for young people Train staff in physical and emotional safety procedures	
--	--	--

Goal 2: Students will participate in standards and research-based academic activities that will increase their performance in core subjects

Program Goals	Program Content	Outcome Measures
1. Conduct periodic academic needs assessment 2. Provide opportunities for afterschool program staff to collaborate and interact with regular school day staff	<p>Consult regularly with regular school day staff to ensure that the needs of individual students are being met</p> <p>Communicates regularly with the school day staff to monitor the academic and behavior progress of students</p> <p>Secure regular input from regular school day teacher and administration on the impact the afterschool program has on students</p>	<p>Students will demonstrate a commitment toward learning (<i>MT: Student Survey, Teacher Survey</i>)</p> <p>Students in the afterschool program will show growth on district benchmarks and demonstrate a sufficient mastery on the CCCS's on the CAASPP (<i>MT: District Benchmark scores, CAASPP scores, Teacher Survey</i>)</p> <p>Afterschool staff provide regular school day teachers with a report of student progress in the afterschool program two times a year (<i>MT: 1-2 Trimester Report to Teachers, Administration Survey, READY Staff Survey</i>)</p> <p>Afterschool staff and regular school staff have a sound working relationship and communicate on a regular basis (<i>MT: Teacher Survey</i>)</p> <p>Based on district-wide benchmark assessments, 25% of students in the afterschool program will score at Benchmark level in ELA and mathematics. It is anticipated that 30% of students will demonstrate mastery of CCCS's on the CAASPP (<i>MT: District Benchmark scores, CAASPP scores</i>)</p>

		Professional Development provided to in-line staff is research based and uses proven teaching methodologies that are designed to improve student achievement <i>(MT: Administration Survey)</i>
3. Provide ongoing and relevant training to afterschool program staff 4. Align staff training with needs assessment	<p>Staff training will be provided to in-line program staff that address program needs and sustainability</p> <p>Provide on-going training to in-line staff to ensure alignment of the afterschool program with the regular school day</p> <p>In addition to four days required staff training per year during non-program days, offer up to three (3) additional training days during program hours/minimum days which will maximize staff attendance</p>	<p>90% of afterschool program staff will be provided with a needs assessment and program sustainability plan <i>(MT: Administration Survey, READY Staff Survey, Staff Training Schedule, Training Agendas/Sign-In Sheets)</i></p> <p>100% of afterschool program staff will be provided with regular and on-going training in all aspects of the afterschool program <i>(MT: Administration Survey, READY Staff Survey, Staff Training Schedule, Training Agendas/Sign-In Sheets)</i></p>
5. Provide training on Common Core Standards 6. Provide training in the use of research based curricula and teaching methodologies	<p>Provide professional development in the implementation of CCCS's will be ongoing and refined.</p> <p>Provide professional development in the use of research based curricula and teaching methodologies</p>	<p>60% of afterschool program staff will use a variety of strategies and activities that enhance academic , enrichment and recreation activities <i>(MT: Observation , READY Staff Survey)</i></p> <p>60% of afterschool program staff will use district approved curricula and sound teaching methodologies <i>(MT: Staff Training Schedules, Training Agendas/Sign-In Sheets, Administration Survey, READY Staff Survey)</i></p>
7. Provide homework support daily	All students will be provided with an opportunity to seek assistance on their homework and be provided ample time to complete their homework in the afterschool program daily	<p>100% of students participating in the afterschool program will be provided with daily homework time <i>(MT: Observation, Program Schedule)</i></p> <p>75 % of students will report feeling good about their homework completion <i>(MT: Student Survey)</i></p>

		75% of parents/regular day staff will report satisfaction with their student's homework completion (<i>MT: Teacher Survey, Parent Survey</i>)
8. Actively work with afterschool program staff in implementation of strategies that align with the Common Core Standards and are used in the regular school day curriculum	Staff will be provided with training from site administration regarding the implementation of the Common Core Standards and align programming in the afterschool program with the regular school day	60% of afterschool staff will understand how to develop lesson plans that are aligned to the Common Core Standards and are active, collaborative, meaningful, support mastery and expand horizons (<i>MT: Lesson Plans, Training Agendas/Sign-In Sheets, Observation</i>)

Goal 3: Students will develop and practice positive character traits and attendance.

Program Goals	Program Content	Outcome Measures
1. Program rules and expectations are regularly reviewed 2. Good character traits are regularly reviewed and discussed	Students will know the rules and expectations for behavior in the afterschool program Students will develop sound social competencies and apply them in their daily lives	At least 75% of student will report the program teaches them good character traits (<i>MT: Student Observation, Teacher Input, Student Survey</i>)
3. Provide opportunities for student to practice positive character traits	The Six Pillars of Good Character curriculum will be implemented into the afterschool program Students will be provided with opportunities to practice positive character traits Students will develop positive values Students will develop good character traits and apply the traits to their daily lives	At least 60% of daytime teachers with students in the READY program will report satisfaction with student character (<i>MT: Teacher Survey</i>) At least 60% of parents with children in the program will report children learn positive character traits (<i>MT: Parent Survey, Student Discipline Records</i>) At least 70% of students will remain in the program because it is fun, challenging and enriching (<i>MT: Student Survey, Student Observation</i>) At least 80% of student will report that they enjoy the activities offered in the afterschool

		<p>READY program (MT: <i>Student Survey, Student Observation</i>)</p> <p>75% of afterschool program staff will report that students in the afterschool program display good character traits (MT: <i>READY Staff Survey</i>)</p>
4. Implement Youth Development principles in all program activities	<p>The afterschool program will integrate the 40 Developmental Assets into the program</p> <p>Staff will be provided with training on integration of character education and youth development principles and practices in afterschool program</p> <p>Students will be part of the decision making process and trained in group decision making skills</p> <p>Students will be encouraged to be self-reliant and responsible</p> <p>Students will be provided with choices</p> <p>Students will be provided with opportunities to help others</p>	<p>50% of afterschool staff will acknowledge an understanding of the 40 Developmental Assets (MT: <i>READY Staff Survey</i>)</p> <p>100% of students in the afterschool program will participate in a service learning project (MT: <i>Lesson Plans, READY Staff Survey</i>)</p>

<p>5. Increase or maintain student attendance to grant requirement</p>	<p>Implement recruitment strategies such as principal/teacher referrals, utilizing students to market the program, participate in school-wide events to get information about program and program objectives to teachers/parents and students</p> <p>Implement strategies on maintaining student attendance</p> <p>The afterschool program will provide high expectation for all student, guidance in focusing on their strengths, and challenge them to go beyond what they think they can do</p> <p>The program director will provide consistent reporting, recording and monitoring of student attendance</p> <p>Afterschool staff will be provided with consistent parent and teacher communication</p> <p>Afterschool program staff will value and reward good attendance Integration of goal setting and meaningful incentives should be long, not short-term</p> <p>Program expectations are clearly defined and understood by students and their parents (two-way), consequences should be consistent and serve to keep students in the program, not excluding them from the program</p> <p>Afterschool staff will be responsive to student needs</p>	<p>The program will meet its attendance targets 100% of the time (<i>MT: Attendance Data</i>)</p>
--	---	---

	The afterschool program will consistently apply the rules, policies and procedures to all elements of the program	
6. Implement engaging and meaningful program activities	<p>The afterschool program will offer a wide variety of fun, challenging and engaging activities that are aligned with academic and enrichment standards and are outcome-based</p> <p>Students will be involved in choosing program enrichment activities</p> <p>The afterschool program will integrate project-based learning into program activities</p> <p>The afterschool program will integrate service learning into the program activities</p> <p>The afterschool program will create an atmosphere for student success</p>	<p>Student will be involved in activities and feel successful with their contributions (<i>MT: Observation, READY Staff Survey</i>)</p> <p>100% of students enrolled in the afterschool program will be exposed to at least one, service learning project (<i>MT: Lesson Plans</i>)</p>

- Describe how the program has engaged or will engage stakeholders (i.e., principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) in the creation of the program's mission, vision, goals, and expected outcomes based on the needs of the specific community.

In addition to the evaluation of participant, parent and staff feedback, READY Program staff will annually survey community stakeholders (i.e., principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) to determine the effective implementation of program goals throughout the year. Staff at each school site, in addition to the READY Program Supervisor and Site Administration will meet to review the data collected and determine updates to the site-specific Continuous Quality Improvement plans. Updates will be reviewed with site staff and made available to participants and stakeholders.

9—Collaborative Partnerships

- Describe the collaborative partners that will be involved in the process used to plan, implement and update the after school program plan.

The READY Expanded Learning administration exerts great effort to strengthening existing partnerships and collaborations with school districts, schools, parents, and volunteers. In addition, READY administration will continually seek other partnerships and collaborations to include community organizations, colleges, and public and private agencies essential to long-term program success.

The Partnership and Collaborative will gather on a semi-annual basis in order to:

- Learn about progress toward READY vision and goals
- Provide input and make recommendations for program improvement
- Build consensus on improvement strategies
- Receive information and participate in discussions about topics of importance to a state-wide after school system
- Network
- Exchange information and resources

Collaborative members are scheduled to meet two times a year and include, but are not limited to Kings County Action Organization, the Hanford Police Department, the Hanford Fire Department, UCCE Cal Fresh, Kings Behavioral Health, American Lung Association, site administrators, instructional day teachers and other instructional day staff, READY staff and parents.

- List and describe at least three to five collaborative members, including any specific duties/responsibilities or contributions (e.g., Memorandums of Understanding, service providers, in-kind, etc.).
 - The Hanford Elementary School District provides in-kind contributions towards the sustainability of the READY Expanded Learning Program. Without the financial, educational and overall support of the school district, READY would cease to function.
 - Hanford Police Departments develops and implements the Jr. Explorer Program with the READY Expanded Learning Program. Officers from Hanford Police Department donate their time to instruct 5th and 6th grade students. The Jr. Explorer Program is an after-school program designed to provide youth education and physical activities. The focus of the Junior Explorers is to develop relationships between officers of the Hanford Police Department and youth of Hanford. The program teaches youth self-esteem, character, discipline and instills a sense of pride. It also provides an opportunity for police, parents, schools and community members to support Hanford's youth.
 - UCCE Cal Fresh Nutritional Program is a community based program centered around improving the nutritional education and wellness of students and families in Hanford, Ca. The program works collaboratively with the READY Expanded Learning Program to provide regular nutrition based activities, cooking lessons, and physical activities that support a healthy lifestyle.
- Identify any potential collaboration and partnerships that would be of benefit to the after-school program and describe your efforts to include them.

The READY Expanded Learning Program has sought to create collaborative partnerships with community member such as the Kings Cultural Center, a local community based enrichment center. We strive to create a program that incorporates various cultural activities such as dance and art into the program for the purposes of creating a respectful and culturally diverse environment for students.

10—Continuous Quality Improvement

- Describe how the program will engage in a data-driven CQI process (i.e., assess program quality, plan, and improve program quality) based on the *Quality Standards for Expanded Learning in California*, available on the After School Network web page at (<http://www afterschoolnetwork.org/post/quality-standards-expanded-learning-california>). Include timelines, roles of staff and other stakeholders, and how the results of the assessment(s) will help refine, improve, and strengthen the program.

Please visit the CDE's Guidelines for a Quality Improvement Process web page at <https://www.cde.ca.gov/ls/ex/cqiguide.asp>.

In addition to the evaluation of participant, parent and staff feedback, READY Program staff will annually survey community stakeholders (i.e., principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) to determine the effective implementation of program goals throughout the year. Staff at each school site, in addition to the READY Program Supervisor and Site Administration will meet to review the data collected and determine updates to the site-specific Continuous Quality Improvement plans. Updates will be reviewed with site staff and made available to participants and stakeholders.

District School sites will select 2-3 Quality of standards of focus for site specific Continuous Quality Improvement Plans (CQI Plans). Site Administration, READY Site Leads, READY Program Supervisor and other site-specific contributors will meet annually to determine program goals to ensure that they align with the Quality Standards of focus. Front line staff will meet regularly to discuss the progress of designed CQI Plans and adjust the plans as necessary. Updated CQI Plans will be submitted to the READY Program Supervisor as needed.

11—Program Management

- Describe how the program funding will relate to the program vision, mission, and goals for each site or groups of sites.

The Hanford Elementary School District's READY Expanded Learning Program is an innovative, results-oriented collaboration with the school district committed to building the capacity of children to succeed. Emphasis is placed on improving literacy levels, developing positive social relationships, raising academic performance, developing fun, engaging and challenging enrichment and recreation activities and coordination new and existing programs in a supervised, structured expanded learning environment that is responsive to the needs of children, families, neighborhoods and communities.

The vision of the READY Expanded Learning Program is to provide a safe environment, in which students are challenged academically and are provided with enriching opportunities. The mission of the READY Expanded Learning Program is to promote a love and desire for students to learn through multi-modal learning through providing student with an opportunity to experience learning in an active manner. By using physical activities, providing hands-on approaches to learning, the READY Expanded Learning Program hopes to stimulate student's innate curiosity to learn.

Program funding will be utilized for the purpose of bringing people of different backgrounds, experiences and interest together in a common purpose that will drive everyone toward excellence. Funding will support the daily operations of programs as they operate at the 9 elementary school sites.

- Provide the program organizational structure including succinct description of staff roles (e.g., “Staff responsible for homework support for grade three and science activities for grades three through five.”), lines of supervision for each site or groups of sites, frequency of meetings, and methods of communication.
 - See Attached: Appendix A, Job Description READY Program Tutor, Appendix B, Job Description READY Site Lead Appendix C, READY Expanded Learning Program Calendar, Appendix D, READY Staff Flow Chart,
 - Primary methods of communication with staff are email, phone call and in person.
- Describe the process and time frames for periodic review of the program plan and how community partners and other external stakeholders were involved in the process.

The READY Expanded Learning administration exerts great effort to strengthening existing partnerships and collaborations with school districts, schools, parents, and volunteers. In addition, READY administration will continually seek other partnerships and collaborations to include community organizations, colleges, and public and private agencies essential to long-term program success.

The Partnership and Collaborative will gather on a semi-annual basis in order to:

- Learn about progress toward READY vision and goals
- Provide input and make recommendations for program improvement
- Build consensus on improvement strategies
- Receive information and participate in discussions about topics of importance to a state-wide after school system
- Network
- Exchange information and resources

Collaborative members are scheduled to meet two times a year and include, but are not limited to Kings County Action Organization, the Hanford Police Department, the Hanford Fire Department, UCCE Cal Fresh, Kings Behavioral Health, American Lung Association, site administrators, instructional day teachers and other instructional day staff, READY staff and parents.

- Describe the system in place to address the following program administration requirements:
 - Fiscal accounting and reporting requirements.

- The Hanford Elementary School District Fiscal Department reports in ASSIST Fiscal Expenditures and in-kind contributions. The READY Program Supervisor, with the support of the READY Program Administrative Secretary, completes and uploads attendance reports as required in ASSIST.
- Obtaining local match (cash or in-kind services) of one-third of the state grant amount (*EC* Section 8483.7[a][7]).
 - See Attached: Appendix E, 2022-2023 In-Kind Contribution-After School Program
- Attendance tracking, including sign-in and sign-out procedures.
 - Attendance is recorded at the school site daily with sign in, sign out and snack posted on the same form. Staff check the students in at the beginning of the day, and parents sign out on the form at the end of the night each day. If the child is picked up early, the parent signs out on a special form indicating early pick up. It is the parent's responsibility to note the reason for the early pick up. The attendance is emailed to the READY Program office at the end of the night and the READY Program Secretary posts the attendance in preparation for the monthly report and the twice a year submission to CDE
- Early release and late arrival policies and procedures (*EC* Section 8483[a][1]). Refer to the CDE's Policy Guidance web page at <https://www.cde.ca.gov/ls/ex/earlyreleguidance.asp>.
- A Student may be released early from the after school program prior the end of program time at 6:00 p.m. or arrive late based on the conditions as outlined below:
 - Attending a parallel program (programs in the school such as school basketball, soccer, etc.)
 - Sports
 - Recreational Activities
 - Religious Reasons
 - Family Emergencies (such as death in the family, catastrophic incidents, etc.).
 - Family Affairs/Events/court
 - Tutoring
 - Medical appointments.
 - School Emergencies: Power outages, weather conditions, etc.
 - Transportation

- Child accidents that occur during program time
- Other conditions especially on safety as prescribed by the school.
- Staff Professional Development
- School Function.

Parent, guardian, or program staff should sign the child out; in the case of program staff signing out the child such as if your child walks home a letter of authorization from parent or guardian is necessary and it is also recommended that the child's signature or initial be recorded as well.

12—Sustainability

- Describe the possible partnerships and funding sources, a schedule for revisiting the sustainability plan, and who is responsible for resource development.
 - a. The partnership between the Hanford Elementary School District and the California Department of Education Expanded Learning Department is essential to the continuation of the READY Expanded Learning Program. The sustainability plan will be revisited annually to ensure the implementation of program goals and their success in driving the program forward to serve the needs of students and families of Hanford.
 - b. The Hanford Elementary School District Child Welfare and Attendance, HESD Net, HESD Categorical Programs Department, will all provide input resource development.

Appendix A

HANFORD ELEMENTARY SCHOOL DISTRICT Job Description

Recreation Enrichment Academics Devoted to Youth

READY Program Tutor

DEFINITION:

To assist in the supervision and training of students enrolled in the Recreation Enrichment Academics Devoted to Youth (READY) program. Provide various supportive services in order to carry out activities to improve the attendance, academic performance and general well-being of students enrolled in the READY program.

DISTINGUISHING CHARACTERISTICS:

The READY Program Tutor is distinguished from other instructional Tutors in that they are required to perform a variety of supportive services to students enrolled in the after-school READY program in order to carry out the program goals. The READY Program Tutors must be able to adjust activities to meet the needs of the students in both structured and unstructured activities. The program design requires the READY Tutor to independently monitor, instruct and engage students in groups up to approximately 25 students. They must be able to administer first aid and medical assistance as needed.

SUPERVISION RECEIVED AND EXERCISED:

The READY Program Tutor works under the direction and supervision of the school site Principal, in conjunction with the Assistant Superintendent of Special Services. Functional work direction is provided by the READY Site Lead.

ESSENTIAL FUNCTIONS:

- Supervises and fosters a safe and nurturing learning environment.
- Provides homework and tutoring assistance.
- Prepares instructional and work materials based on program focus.
- Assists students individually and in small or large groups, utilizing a variety of instructional and enrichment materials provided by the READY program.

- Assists the Principal in implementing the READY program goals of improving literacy of students through the use of recreational, academic and enrichment activities in a classroom type setting.
- Uses a variety of literary methods to enhance students reading skills and techniques such as read alouds, grouping students into small groups based on their reading needs and exploration of text, utilizing storytelling activities, acting out plays and exploring poems.
- Uses a variety of methods to explore mathematics with students by working on basic skills, implementing problem solving strategies and providing hands on learning.
- Provides visual and performing arts activities including arts and crafts, music and songs to enhance students experience with various cultures.
- Participates and leads recreational activities with students, including but not limited to games, dancing, sports, board games and play activities.
- Supervises students in structured and unstructured settings. Maintains student discipline in all settings.
- Records student academic progress, behavior and attendance as required by the Assistant Superintendent and READY Program criteria. Assists in completing documents for program activities.
- Sets up and cleans up supplies and equipment for use in the after-school program. Assists in the preparation of materials and activities for the READY program. Maintains a neat, clean, orderly and attractive environment for students and staff.
- Works with the READY Staff and School Site Administration to motivate students to participate in the READY program.
- Communicates with the School Site Principal regarding events or activities that have occurred during the after-school program.
- Encourages students to make wise choices and develop responsible behaviors.
- Communicates efficiently and effectively with School Site Administration reporting safety, health or fire hazards.
- Administers first aid and medical assistance as needed.
- Develops and maintains positive, cooperative relationships with students, parents, teachers and site personnel.
- Maintains regular attendance, dependability and punctuality.

OTHER DUTIES:

- Performs other duties as assigned.

NECESSARY EMPLOYMENT STANDARDS:Knowledge of:

- The general needs and behavior of students
- Correct use of English, spelling, grammar and punctuation. Basic mathematical concepts.
- Audio visual equipment

Ability to:

- Establish and maintain effective relationships with adults and students
- Understand and carry out oral and written directions
- Communicate clearly and concisely
- Work independently, exercising sound judgment and initiative in implementing tasks and recognizing problems.
- Relate to students from various ethnic and cultural backgrounds
- Work independently and productively with children in grades one through six.
- Show initiative when working with children using various materials, adjusting materials to meet the individual needs of students.
- To analyze problems and adjust activities as appropriate.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that could likely provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Equivalent to graduation from high school. Completion of or proof of enrollment in or progress towards 12 semester units of college level course work, preferably in child development.

Experience: **Experience working with children in formal or informal settings.**

Testing: Obtain a passing score on the California High School Proficiency Exam and California Paraprofessional Exam*

*In lieu of the California Paraprofessional Exam provide documentation of successful completion of two years of higher education study (48 units) or Associates Degree (AA) or higher educational degree.

Passing score on CBEST will meet both testing requirements listed above.

HIGHLY DESIRABLE:

- Valid First Aid and basic C.P.R. cards.
- Bilingual – Spanish Speaking Skills

WORKING CONDITIONS:

Environment: Indoor and outdoor environment

Physical Abilities: Seeing to monitor student behavior during academic activities, hearing and speaking to exchange information related to activities, bending at the waist, kneeling, standing, crouching, walking for extending periods of time, jumping, running hopping and skipping to participate with children in activities, ability to tolerate heat in an outside setting, and to tolerate noise and traffic; dexterity of hands and fingers to operate assigned equipment; and ability to lift students weighing up to 50 lbs.

Adopted: 07/24/01

Revised: 09/20/06

Revised: 02/06/08

Revised: 02/13/19

Appendix B

HANFORD ELEMENTARY SCHOOL DISTRICT

Job Description:

Recreation Enrichment Academics Devoted to Youth “READY”

READY Site Lead

DEFINITION:

Under the direction of the School Site Principal and the READY Program Administrator the READY Site Leader in addition to performing READY Tutor job duties as needed, also provides functional leadership of the afterschool program for students and staff at the assigned site.

DISTINGUISHING CHARACTERISTICS:

The Lead organizes and facilitates specialized activities in support of the afterschool program at assigned site. Under the direction of the School Site Principal and the READY Program Administrator, the READY Site Lead guides the afterschool program that provides students with effective components consisting of academic skills, enrichment, educational opportunities, recreational activities and nutrition to ensure the afterschool program is successful in meeting required academic growth.

ESSENTIAL FUNCTIONS:

- Coordinates daily operation of the afterschool program at the school site.
- Builds partnerships between regular day teachers, program staff, administrators, students, families.
- Provides leadership and promotes teamwork with READY Program staff for the purpose of coordinating and implementing the READY program goals.
- Assists in the instruction and supervision of students for the purpose of ensuring a smooth and disruption free afterschool program.
- Guides children constructively and redirects and coaches students who display disruptive behavior.
- Collects daily student attendance and monitors snack records for the purpose of completing accurate reports required by the grant.

- Provides guidance, training and support for READY staff which allow them to create an environment in which children and youth can develop new skills, practice new skills, and participate in activities that are developmentally appropriate.
- Creates a program atmosphere in which staff encourages children to make wise choices and develop responsible behaviors.

ESSENTIAL FUNCTIONS (Continued):

- Administers first aid and medical assistance as needed.
- Perform a variety of clerical and support services, such as inputting electronic data, emailing, and frequent public contacts; is able to manage the flow of communication to ensure a smooth and efficiently operated program.
- Communicates regularly and consistently with school site personnel to ensure that the program operates effectively; that problems are addressed efficiently and quickly.
- Facilitates the communication of students' after-school academic and social performance with students' teachers.
- Facilitates effective communications between the afterschool program staff, the students' families, and the school.
- Participates in continuing in-service training programs for the purpose of continuing education and for maintaining well-trained and skilled staff.
- Provides READY Program Administrator or other management staff with factual observations related to the quality and quantity of work performed by READY Program Staff.
- Maintains sufficient inventory of materials and supplies on hand to effectively run the READY Program.
- Other duties as assigned

NECESSARY EMPLOYMENT STANDARDS:

Knowledge of:

After school programs and curriculum

Basic concepts of child development

Computer software programs; such as Microsoft, Apple Products, Facsimile Machines and student information management systems.

NECESSARY EMPLOYMENT STANDARDS (continued):

Ability to:

Establish and maintain effective and collaborative working relationships with others. Communicate effectively with adults and students

Good written and verbal communication skills and the ability to communicate effectively with and before groups

Plan for effective, meaningful integration of student instruction.

Maintain confidentiality.

Work independently.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that could likely provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Equivalent to Graduation from High School.

Completion of an Associate Degree in a related field.

Experience:

Have at least one year of paid work experience in educational/instructional services to children in a formal setting;

One year of experience in coordinating or supervising a child care services program, children's enrichment program, pre-school or other educational program.

A minimum of one year of successful HESD READY Program Tutor experience may be substituted for the Associate Degree and all the supervisory/coordination experience listed above.

Other Educational/Testing Requirements:

Hold or obtain a passing score on the High School Minimum Proficiency test

OR pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness. (para-professional test) which meets district, state and/or federal requirements.

OTHER REQUIREMENTS:

Valid California Class C Driver's License

Possession of personal vehicle; DMV-registered and insured in accordance with California law for conducting District business.

Possess or be in the process of completing valid First Aid and Basic CPR cards.

Highly Desirable:

Enrollment in or completion of at least 12 units in Child Development college coursework.

WORKING CONDITIONS

Environment: Indoor and outdoor environment; subject to driving, working irregular hours, including evenings and weekends.

Physical Abilities: Hearing and speaking to exchange information in person or on telephone; sitting and standing for extended periods of time; seeing to read documents, assignments; Bending at the waist, kneeling or crouching to provide assistance and monitor student activities; ability to lift equipment and students weighing up to 50 pounds; reaching overhead; above shoulders, and horizontally; dexterity of hands and fingers to operate personal computer; and the ability to drive an automobile.

Adopted: 07/24/01
 Revised: 09/20/06
 Revised: 02/06/08
 Revised: 09/28/16 (Revised & Retitled)

Appendix C-READY Expanded Learning Program Calendar

Hanford Elementary School District - READY Staff 2023-2024 School Calendar

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1st Reg. Month: 08/15-09/08 Days Taught: 18

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2nd Reg. Month: 09/11-10/06 Days Taught: 20

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3rd Reg. Month: 10/09-11/03 Days Taught: 19

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4th Reg. Month: 11/06-12/01 Days Taught: 19

Important Dates						
School Starts: August 15						
School Ends: June 7						
End of 1st Trimester: November 3						
End of 2nd Trimester: March 1						
End of 3rd Trimester: June 7						
Parent Conferences: November 20-21						
<i>(Non-Workday for 10-Month Classified)</i>						
<u>Minimum Days:</u>						
Every Wednesday						
<i>(except one Wednesday in May for Employee Recognition)</i>						
December 15						
March 22						
May 24						
June 7						



Holidays						
Labor Day: September 4						
Veteran's Day: November 10 (observed)						
Thanksgiving Break: November 22-24						
<i>(Non-Workday for 10/11 Month Certificated and Classified)</i>						
Winter Break: December 18-January 5						
<i>(Non-Workday for 10/11 Month Certificated and Classified)</i>						
Martin Luther King Jr.: January 15						
No School: February 12						
<i>(Non-Workday for 10/11 Month Certificated and Classified)</i>						
President's Day: February 19						
Spring Break: March 25 - April 1						
<i>(Non-Workday for 10/11 Month Certificated and Classified)</i>						
Memorial Day: May 27						
Juneteenth: June 19						
<i>Non-workday - All employees</i>						

Professional Development (District Wide)						
August 10						
August 11						
August 14						
September 6- On Site with Principal						
October 16						
November 1- On Site with Principal						
December 6- On Site with Principal						
January 10						
February 6						
March 6- On Site with Principal						
April 3- On Site with Principal						
May 29						

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5th Reg. Month: 12/04-1/13 Days Taught: 19

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

6th Reg. Month: 01/22-02/16 Days Taught: 18

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7th Reg. Month: 02/19-03/15 Days Taught: 19

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8th Reg. Month: 03/18-04/12 Days Taught: 14

May 2024						
S	M	T	W	Th	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9th Reg. Month: 04/15-05/10 Days Taught: 20

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10th Reg. Month: 05/13-06/07 Days Taught: 19

Appendix D



*Bilingual

READY Staff Flow Chart

Jason Strickland

Assistant Superintendent

10/18/2023

School Site Principal
Jennifer Bays

READY Supervisor

Melissa Lincicum

Administrative Secretary II

Hamilton

 Site Lead:
Adrianna Luna

iPad	Tutor	Grade
1	Alex Mejia	5th/6th
2	Maddison Tomey	Tk/K
3	Jannette Perez	1st/2nd
4	Marisa Martinez	2nd/3rd
5	Addrianna Potter	4th/5th
6	Alexa Lopez	3rd/4th

Jefferson

 Site Lead:
***Yvonne Hernandez**

iPad	Tutor	Grade
1 *	Bethany Temores	5th/6th
2	Alize Moreno	1st/2nd
3	Alyssa Medina	4th/5th
4	Cindy Quesada	Kinder
5	Athena Calimquim	2nd/3rd
6	Nesreen Almontaser	3rd/4th

King

 Site Lead:
Jeanette Lopez

iPad	Tutor	Grade
1	Sierra Hilyard	1st/2nd
2	Michael Leon	5th/6th
3	Giovanni Herrera	Tk/K
4 *	Cristina Cervantes	3rd
5	Bianca Montoya	2nd
6	Kyle Martinez	4th/5th

Lincoln

 Site Lead:
Britney Caetana

iPad	Tutor	Grade
1	Hanna Valdez	Tk/K
2	Lydia Ramirez	3rd/4th
3	Miguel Torres	1st/2nd
4	Hailey Belton	5th/6th
5		
6		

Monroe

 Site Lead:
Paige Morales

iPad	Tutor	Grade
1	Jennifer Aguirre	4th/5th
2	Dezirae De Soto	3rd
3	Marcilina Ocampo	5th/6th
4	Rylyn Burnett	Tk/K
5	Ashley Ruby	2nd/3rd
6	Haillee Larios	1st

Richmond

 Site Lead:
Miranda Cantu

iPad	Tutor	Grade
1	Ariana De Soto	5th/6th
2	Alexis Gasak	1st/2nd
3	Viviana Solorio	Tk/K
4	Cittlaly Cisneros	2nd/3rd
5	Maricruz Pacheco Barajas	3rd/4th
6		

Roosevelt

 Site Lead:
***Yara Gutierrez**

iPad	Tutor	Grade
1	Monique Cantu	5th/6th
2	Alicia Sanchez	Tk/K
3	Eliana Jimenez	1st/2nd
4	Jasmine Vidal	3rd/4th
5		
6		

Simas

 Site Lead:
Kristi Ochoa

iPad	Tutor	Grade
1 *	Kendra Banuelos	1st/2nd
2 *	Ana Martinez	Tk/K
3	Brenn Vallin	4th/5th
4	Savannah Juarez	2nd/3rd
5	Calissa Munoz	3rd/4th
6	Kassandra Jimenez	5th/6th

Washington

 Site Lead:
Selina Valles

iPad	Tutor	Grade
1	Kristin Brieno	3rd/4th
2	Emily Bush	1st/2nd
3	Julie Gonzales	Tk/K
4	Miriam Garcia	2nd/3rd
5	Miguel Landeros	5th/6th
6		

Appendix E

2022-23 FINAL
HANFORD ELEMENTARY SCHOOL DISTRICT
In-Kind Contribution - After School Program

Site	Grant Number: 16-23030-6301-EZ	Grant Award	33% In-Kind Match Required	6010 Contribution (Object 898000) 2022-23	2600 Direct Cost TF (Object 571095) 2022-23	Facilities *	READY Program Staff **	0332 In-Kind Program Purchases 020-002X by SITE	Site READY In-Kind Budget (0332)	2600 READY In-Kind Expenditures	2600 Prior Year In-Kind	Total In-Kind	Remaining In-Kind Needed
021	Jefferson Academy	152,612.13	50,362.00	-	57,757.41	\$12,591	21,590.14	-	-	8,476.45	-	100,414.50	-
022	Martin Luther King Jr. Elementary	152,612.13	50,362.00	-	29,738.99	\$12,591	21,590.14	-	-	23,581.95	(9,131.57)	78,370.01	-
023	Lincoln Elementary	152,612.13	50,362.00	-	13,127.06	\$12,591	21,590.14	-	-	39,527.24	(9,418.24)	77,416.70	-
024	Monroe Elementary	152,612.13	50,362.00	-	72,031.22	\$12,591	21,590.14	-	-	8,520.74	-	114,732.60	-
025	Lee Richmond Elementary	152,612.13	50,362.00	-	-	\$12,591	21,590.14	-	-	43,313.44	(13,950.97)	63,543.11	-
026	Roosevelt Elementary	152,612.13	50,362.00	-	20,666.24	\$12,591	21,590.14	-	-	32,397.87	(13,598.09)	73,646.66	-
027	Joseph M. Simas	152,612.13	50,362.00	-	70,999.00	\$12,591	21,590.14	-	-	9,362.58	-	114,502.22	-
028	George Washington Elementary	152,612.13	50,362.00	-	43,773.00	\$12,591	21,590.14	-	-	28,327.85	(12,362.83)	93,918.66	-
029	Hamilton Elementary	152,612.13	50,362.00	-	7,788.09	\$12,591	21,590.14	-	-	22,885.34	(10,346.40)	54,507.67	-
		1,373,509.17	453,258.00	-	315,841.01	113,314.50	194,311.26	-	-	216,383.46	(68,808.10)	771,052.13	-

*Facilities Use (cannot exceed 25% of the 33% In-Kind match).

Cafeteria; 4 hours per day x 180 days x 7.77 per hour
Classrooms; 2 hours per day x 4 classrooms x 1.56 per hour

PER SCHOOL

\$5,594
\$2,246
\$7,841

Custodial Labor

\$13,171

**READY Program Central Staff

READY Supervisor - Salary
READY Supervisor - Benefits
READY Secretary - Salary
READY Secretary - Benefits


92,258.08
48,976.61
34,427.62
18,648.96

\$ 21,590.14

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jay Strickland 

DATE: 4/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/2024

ITEM: Service Agreement between Paradigm Healthcare Services "Paradigm" and the Hanford Elementary School District "District". Term: 7/1/2024-6/30/2027.

PURPOSE: The District continues to want to participate in the programs offered between the California Department of Education and the Department of Health Services, which allows school districts to bill Medi-Cal for services provided to Medicaid eligible recipients. Program participation provides fee reimbursement for specific services, provided by District personnel, to eligible students. To this end, the District is recommending the attached Service Agreement with Paradigm to submit claims for the District, prepare and submit the annual Cost and Reimbursement Comparison Schedule (CRCS) and provide support as needed.

FISCAL IMPACT: Varies, dependent on the number of submitted claims, not to exceed 7.5% of the Interim Approved Claims plus the lesser of: (i) \$150 per employee used in the final calculation of "Total Net Personnel Costs" as reported on Worksheet A of the CRCS, or (ii) 1% of the "Total Medi-Cal Maximum Reimbursable Cost".

RECOMMENDATIONS: Approve



SERVICE AGREEMENT

This Service Agreement (“Agreement”) is entered into as of the 1st day of July 2024 between Paradigm Healthcare Services, LLC, a California Limited Liability Company (“Paradigm”) and Hanford Elementary School District, a Local Education Agency (“Client”). This Agreement shall commence on the date first set forth above and shall continue in full force and effect through June 30, 2027 (“Initial Term”) subject to the termination provisions set forth in Paragraph, “Termination.” Unless either party sends written notice to the other party at least 60 days prior to the end of the Initial Term or any subsequent term, this agreement shall automatically renew for an additional year on each July 1 following the Initial Term, subject to termination provisions herein. The phrase “Term of the Agreement” shall refer to the Initial Term and any subsequent renewal period. The phrase “Fiscal Year” as used in this Agreement shall refer to the period July 1 through June 30. The Agreement will govern activities required to be performed by either party to complete obligations undertaken under this Agreement, regardless whether those activities are to be performed during or after the Term of the Agreement.

RECITALS

Paradigm is engaged in the business of providing software services and Medicaid direct service and administrative claiming services to local education agencies, local governmental agencies, school districts, County offices of education, and local education consortia within the State of California.

Client desires to retain Paradigm, and Paradigm desires to be retained by Client, to provide the services described in the attached Statements of Work and Terms of Service.

STATEMENT OF WORK

LEA BILLING CLAIMS MANAGEMENT SERVICES

Program Implementation Services

1. Paradigm will assist Client with all start-up documentation and any renewal agreements required by the California Department of Health Care Services (“DHCS”) to enroll Client as a Medi-Cal Provider, and establish Paradigm as the Client agent for purposes of submitting reimbursement requests under this Agreement.
2. Paradigm will work with Client to assess program potential, establish provider and site databases for effective service tracking, and provide implementation training to Client program coordinator(s). This implementation process will be designed to identify areas of reimbursement and to facilitate an effective partnership between the Client and Paradigm.

Training and Materials

1. Paradigm will provide training to Client’s program coordinator(s) and healthcare providers as part of the initial contract implementation and at least annually thereafter. Training will include the following subject areas: DHCS audit requirements for Client’s LEA billing program; all necessary information and procedures for submitting Client billing data to Paradigm; and “best practices” to implement and maintain an optimized, audit-ready program.
2. Paradigm will provide Client personnel with all necessary training materials containing a detailed review of the rules and regulations governing the LEA Billing program. At Client’s request Paradigm will also make available its proprietary “provider forms” for use in documenting the delivery of healthcare services.

Interim Claims Preparation and Submission

1. Eligibility. Upon the commencement of LEA Billing Services under this Agreement and quarterly thereafter during the Term of the Agreement, Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and identify Medi-Cal numbers within limits imposed by the DHCS and county governments. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder subject to all the confidentiality provisions provided in the Agreement.
2. Claims Submittal.
 - 2.1. Paradigm will make reasonable efforts to submit each LEA Medi-Cal billing claim eligible for submission pursuant to California law or regulation within thirty (30) days of receipt from Client of all information necessary for processing that claim. Paradigm will also make reasonable efforts to bill retroactive claims existing at the commencement of this Agreement so as to minimize revenue lost due to Medi-Cal’s one (1) year billing limit.
 - 2.2. Paradigm shall make reasonable efforts to verify the completeness and accuracy of information underlying the claims it submits on Client’s behalf. Due to the volume of data being processed from manual data entry forms and the necessity of correlating student records from several databases maintained by Paradigm, it is inevitable that some requests for reimbursement (or categories of requests or patients) will be denied or reduced due to incorrect or incomplete supporting data or healthcare insurance information. Paradigm will make reasonable efforts to minimize such denials or reductions. Client acknowledges that such denials are inherent in the LEA billing process, and will not constitute a breach of Paradigm’s obligations under this Agreement. Client’s sole

and exclusive remedy for any such denial or reduction in reimbursement is to request that Paradigm re-bill such claims. Paradigm will determine in its sole and absolute discretion if such rebilling is reasonable and cost effective. Except as set forth in this paragraph, Paradigm shall not be liable, and Client shall have no remedy, for any denial or reduction in reimbursement to Client for healthcare or administrative services.

- 2.3. Paradigm shall make reasonable efforts to submit all operational plans and claims made thereunder in a timely manner. However, Paradigm shall not be responsible in any way in the event that any operational plan or any claim made thereunder is submitted late or incomplete directly or indirectly because of the failure or delay by Client or its employees, students, agents or independent contractors in making all necessary information available to Paradigm, or any third party's failure or delay in submitting documentation to the DHCS.
3. Review and Resubmittal. Paradigm will monitor the submittal and payment process, review denials, suspensions, and holds, as reported by DHCS, and make reasonable efforts to resolve any challenged Client reimbursement claim.
4. Management Reports and Program Analysis. Paradigm will provide Client with periodic management reports using provider, procedure, and/or site parameters. The frequency of such reports will be determined by mutual agreement of Paradigm and Client, but in any event shall occur no less frequently than quarterly.

Coordination with Client

1. Information Sharing. Paradigm will provide Client with information regarding program policy, interpretation of policy, and regulatory updates as applicable. Quarterly "Bulletins" will be provided to Client's coordinator(s) to ensure timely communication about program changes and updates to Paradigm's systems and processes.
2. Audit and Site Visit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a program audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party.
3. Paradigm Technologies Software. Paradigm will make available its proprietary web-based software to assist Client Program Coordinator(s) with managing the FERPA parent consent status of students, provider profiles, and service authorizations. Note: Access to any Paradigm Technologies web-based applications requires acceptance of a separate, no-fee online Software License Agreement found at Paradigm's website.

Client's LEA Billing Claims Management Service Obligations

1. Program Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's services, and coordinate with Client's individual program participants.
2. Provider Logs. Client will maintain complete and accurate provider logs of all healthcare services provided by Client and will return the completed logs to Paradigm at the end of each month.
3. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.
4. Official RMTS Participant Roster (TSP). On the last day of the first month of the fiscal quarter, Client will submit to Paradigm the official RMTS participant roster (referred to as the TSP List in the California State RMTS manual).

LEA Billing Claims Management Services Fees

1. Standard Fee Per Approved Service. Paradigm fees for Client LEA Billing claims submitted or originating during the Term of the Agreement will consist of a standard fee for each claimed service that DHCS approves for interim reimbursement (“Interim Approved Claim”). The schedule of Paradigm's standard fees for Interim Approved Claims is set forth in the attached Standard Fee Schedule subject to adjustment in accordance with the terms of following paragraphs.
2. Effect of Increase in Reimbursement Rates. In the event the Federal Medical Assistance Percentage (FMAP) increases or decreases, or DHCS increases or decreases the reimbursement rates to Client for any LEA Billing service interim claim during the Term of this Agreement, Paradigm’s standard fee for such services will simultaneously and without requirement of prior notice to Client increase or decrease by the same percentage as the percentage DHCS increase or decrease.
3. Cap on Paradigm Fees. Paradigm’s fees for LEA Billing Claims Management Services in any Fiscal Year will be capped according to the dollar value of Client’s Interim Approved Claims. Notwithstanding any other provision, the total fees payable to Paradigm based on Interim Approved Claims during any Fiscal Year will not exceed 7% of the dollar value of Interim Approved Claims. This cap on fees for LEA Billing Claims Management are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.
4. Application of Fiscal Year Limits. For purposes of computing Paradigm’s fees and fee caps for LEA Billing Claims Management Services, the date of an Interim Approved Claim will be the warrant date of the Remittance Advice Details (“RAD”) issued by DHCS granting interim approval of the claim, regardless of when the claim originates or is submitted by Paradigm to DHCS for payment, and regardless of when or whether Client receives payment for the approved claim by DHCS. Paradigm will invoice Client monthly based on Interim Approved Claims identified in DHCS RADs.
5. Approval of Interim Approved Claims After the Termination of the Agreement. Nothing in this Agreement shall constitute a limitation or waiver of Paradigm’s entitlement to receive fees based on Interim Approved Claims submitted pursuant to this Agreement whose date of interim approval is after the termination of this Agreement. Paradigm will prepare and submit to DHCS for reimbursement all Client LEA Billing claims arising from services provided by Client prior to termination or expiration and shall receive payment pursuant to the terms of this Agreement upon approval of such claims or part thereof by DHCS. Such claims for reimbursement shall be documented and submitted to Paradigm for submittal to DHCS within six (6) months after the earlier of expiration or termination of this Agreement.
6. Substitution of Alternative Methodology and/or Fee Terms. In the event that any LEA Billing fee arrangements or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

Standard Fee Schedule - LEA Billing Claims Management Services

"Max Interim \$\$ to Client" below lists the maximum interim claim value per unit, according to *current* Medi-Cal reimbursement rates, when performed by a qualified provider; however, not all interim claims will be reimbursed at these rates. Paradigm's fees for Interim Approved Claims will be capped, not to exceed 7% of the dollar value of Interim Approved Claims. This cap on fees for LEA Billing Claims Management are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.

Provider Type	Service	Max Interim \$\$ to Client	Paradigm Standard Fee
Audiologist	Assessment	\$ 122.40	\$ 15.01
Audiologist	Treatment	\$ 56.11	\$ 6.88
Health Aide	Treatment	\$ 5.28	\$ 0.65
Licensed Vocational Nurse	Treatment	\$ 6.15	\$ 0.75
School Nurse, NP, PHN	Assessment	\$ 84.10	\$ 10.31
School Nurse, RN, NP, PHN	Treatment	\$ 12.02	\$ 1.47
School Counselor	Assessment	\$ 12.87	\$ 1.58
School Psychologist	Assessment	\$ 308.84	\$ 37.87
School Psychologist, Licensed MFT, Lic./Cred. SW	Treatment	\$ 47.18	\$ 5.79
Associate Marriage Family Therapist	Treatment	\$ 19.36	\$ 2.37
Licensed MFT, Lic./Cred. SW	Assessment	\$ 12.87	\$ 1.58
Associate Clinical Social Worker	Treatment	\$ 19.36	\$ 2.37
Speech-Language Pathologist	Assessment	\$ 67.08	\$ 8.22
Speech-Language Pathologist	Treatment	\$ 42.35	\$ 5.19
Speech-Language Therapy Assistant	Treatment	\$ 17.60	\$ 2.16
Occupational Therapist	Assessment	\$ 141.32	\$ 17.33
Occupational Therapist	Treatment	\$ 46.61	\$ 5.72
Occupational Therapy Assistant	Treatment	\$ 20.06	\$ 2.46
Physical Therapist	Assessment	\$ 145.40	\$ 17.83
Physical Therapist	Treatment	\$ 40.39	\$ 4.95
Physical Therapy Assistant	Treatment	\$ 16.89	\$ 2.07
Registered Dietician, Respiratory Therapist	Assessment	\$ 12.02	\$ 1.47
Registered Dietician, Respiratory Therapist	Treatment	\$ 12.02	\$ 1.47
O&M Specialist	Assessment	\$ 12.27	\$ 1.50
O&M Specialist	Treatment	\$ 12.27	\$ 1.50
Targeted Case Management	Treatment	\$ 12.02	\$ 1.47
Transportation	-	\$ 10.20	\$ 1.25

STATEMENT OF WORK

CRCS PREPARATION & SUBMISSION SERVICES

Paradigm's CRCS Preparation & Submission Services

1. RMTS Participant Roster and Fiscal Data Processing. Paradigm will assist Client in processing the quarterly RMTS participant roster (referred to as the TSP List in the California State RMTS manual) and fiscal information needed to complete the annual Cost and Reimbursement Comparison Schedule ("CRCS") Workbook for each Fiscal Year applicable to the Term of the Agreement.
2. Medi-Cal Eligibility Ratio. Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and calculate the Medi-Cal Eligibility Ratio within limits imposed by the DHCS. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder.
3. CRCS Workbook Preparation. Paradigm will compile all required data (including the Random Moment Time Study Results) as provided by Client and prepare the annual CRCS Workbook in accordance with the claim guidelines approved by DHCS, based on information supplied by Client for each fiscal year, in accordance with the terms of the Agreement. Client will have final approval over the CRCS Workbook submission prepared by Paradigm.
4. CRCS Workbook Submission. Paradigm will coordinate the submittal of the CRCS Workbook to DHCS and provide information as requested by DHCS (including financial bridging documents and LEA eligible services "Production Log") as related to the CRCS Workbook prepared by Paradigm.
5. Audit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a CRCS Workbook audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party (including preparing financial bridging documents and LEA eligible services "Production Log").

Client's CRCS Obligations

1. Fiscal Data Submittal. Client will submit to Paradigm, in a format specified by Paradigm, all fiscal elements needed to complete the CRCS Workbook for each provider for whom reimbursement is sought. Documentation will be submitted to Paradigm no later than sixty (60) days after the end of each Fiscal Quarter for which the CRCS Workbook is to be submitted.
2. Official RMTS Participant Roster (TSP List). On the first day of the fiscal quarter, and again once the list has been re-certified by Client's Regional Agency. Client will submit to Paradigm the official RMTS participant roster.
3. Data Processing & CRCS Submittal. Client will cooperate with Paradigm and will provide Paradigm access to all personnel and files reasonably requested by Paradigm to assist Paradigm in its performance of CRCS Preparation and Submission Services hereunder. In the event Client elects not to utilize Paradigm's services to prepare its annual CRCS Workbook, or fails to make available information necessary to timely complete the CRCS Workbook, Paradigm will not be liable in any manner for resulting termination of Client from participation in the LEA Billing Option or for any resulting disallowance of Client claims.

CRCS Preparation & Submission Services Fees

1. CRCS Workbook Fees. The fee for each CRCS Workbook prepared during the Term of the Agreement will be equal to the lesser of: (i) \$150.00 per employee or contractor used in the final calculation of “Total Net Personnel Costs” as reported on Worksheet A, or (ii) 1% of the “Total Medi-Cal Maximum Reimbursable Cost.” Paradigm will invoice Client for CRCS Services upon completion of each CRCS Workbook.
 - 1.1. Client acknowledges that CRCS Workbooks will be audited, and the extent of the audit is determined by DHCS. Client also acknowledges that adjustments will be made to the CRCS Workbook as a result of the audit, and these adjustments are inherent in the CRCS process. Client acknowledges that any audit adjustments will not constitute a breach of Paradigm’s obligations under this Agreement or limit Paradigm’s entitlement to receive fees for CRCS Services pursuant to this Agreement.
 - 1.2. In the event that any CRCS fee arrangements, or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

CRCS Termination

Notwithstanding anything to the contrary in this Agreement, Client may terminate Paradigm’s CRCS Services by written notice sent no later than sixty (60) days prior to the end of any Fiscal Year for which the CRCS Services would otherwise be provided under this Agreement.

STATEMENT OF WORK SOFTWARE AS A SERVICE

Software as a Service

1. Features & Services. Paradigm will provide access to Client and Client's authorized users its Software, Student Health Network ("SHN"), including at Client's option, add-on features and services (hereinafter referred to as "Features"), as noted in the Software Features & Fee Schedule. Access to any Paradigm Software requires acceptance of a separate, no-fee Online Software License Agreement found at Paradigm's website.
2. Changes to Features. Paradigm reserves the right to make changes to Features that it determines necessary or useful to: (1) maintain or enhance the quality or delivery of Features to Client, (2) maintain or enhance Software and Feature performance, and (3) comply with applicable law and Medicaid claiming policies.

Coordination with Client

1. Support. Paradigm will provide a Care Center available for the use of Client and all Client's authorized users. The Care Center is accessible via toll-free phone and email during normal business hours.
2. Software Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's Software, and coordinate with Client's individual end users.
3. Authorized Users. Client shall be responsible for managing access to the Software and Features by its authorized users. The Client shall have the right to grant and revoke access to the Software and Features to its authorized users as it deems appropriate. The Client shall ensure that its authorized users comply with the terms and conditions of this Agreement.
4. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.

Software Fees

1. Fees for Software and Features are detailed in the attached Software Features & Fee Schedule.
2. Client will be invoiced as follows:
 - 2.1. Setup Fees and Maintenance Fees. If applicable, Setup Fees will be invoiced within 30 days of activation of Feature and will be due and payable within the thirty (30) days of the invoice date. Maintenance Fees, if applicable, will be due and payable on an annual basis, invoiced on July 1st of each remaining Fiscal Year during the Term of Agreement after the year in which Setup Fees were paid.
 - 2.2. Annual License Fees. Annual License Fees are applicable to each Fiscal Year during the Term of the Agreement. Annual License Fees will be assessed each July 1 and divided into equal monthly installments for the duration of the Fiscal Year. Each monthly installment will be due and payable within thirty (30) days of the invoice date. If a Feature with Annual License Fees is activated in the middle of a Fiscal Year, the Annual License Fee will be prorated for the remaining months until the next July 1, and will be divided into equal monthly installments for the remaining duration of the Fiscal Year.
 - 2.3. If client does not pay any amount due within 60 days, Paradigm reserves the right to terminate Client access to Features.

Software Features & Fees Schedule

Client is electing the Features and Services as selected below:

Basic EHR Features

	Price	Multiplier	Unit Basis	Discount	Total
<input checked="" type="checkbox"/> Student Health Network	\$3.00 per year	5525	enrolled students	25 %	\$12,431.25 per year
Basic EHR features allowing providers to document screenings, assessments, treatments, and consultations; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments					

Student Wellness

	Price	Multiplier	Unit Basis	Total
<input type="checkbox"/> Student Wellness & Supports Features	\$1.00 per year	0	enrolled students	\$0.00 per year
Advanced case management and referral tracking features, behavioral/mental health plan builder, and advanced reporting; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments				

Vaccine Management

	Price	Multiplier	Unit Basis	Total
<input type="checkbox"/> Vaccine Records Management Module	\$0.50 per year	0	enrolled students	\$0.00 per year
Features allow users to enter historical vaccine records; track vaccine exemptions; and run vaccine compliance reports; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments				
<input type="checkbox"/> Integration with CAIR	\$5,000.00	0	fixed	\$0.00
Setup of data integration with California's Immunization Registry (CAIR); fees invoiced upon completion				
<input type="checkbox"/> CAIR Integration Maintenance	\$750.00 per year	0	fixed	\$0.00 per year
Maintenance of bi-directional integration with California's Immunization Registry (CAIR); fees invoiced each July 1 following Setup				
<input type="checkbox"/> Vaccine Historical Data Import	\$2,500.00	0	fixed	\$0.00
One-time historical data alignment and data import; fees invoiced upon completion				

COVID Case Management

	Price	Multiplier	Unit Basis	Total
<input type="checkbox"/> COVID Case Management Module	\$0.50 per year	0	enrolled students	\$0.00 per year
Case management workflow for case handler, record of COVID-related communications and referrals, and reporting of quarantined students; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments				

Integrations

	Price	Multiplier	Unit Basis	Total
<input type="checkbox"/> SIS Data API	\$5,000.00	0	fixed	\$0.00
Application-based integration to retrieve select student data from Client's SIS; setup fee invoiced 30 days after Feature activation				
<input type="checkbox"/> SIS Data API Maintenance	\$750.00 per year	0	fixed	\$0.00 per year
Maintenance of API to retrieve select student data from Client's SIS; ongoing maintenance fee invoiced each July 1 following Setup				
<input type="checkbox"/> SSO Activation	\$5,000.00	0	fixed	\$0.00
Application-based integration with Client's Active Windows Director; one-time setup fee invoiced 30 days after Feature activation				
<input type="checkbox"/> SSO Maintenance	\$750.00 per year	0	fixed	\$0.00 per year
Maintenance of application-based integration with Client's Windows Active Directory; maintenance fees invoiced each July 1 following Setup				

One-time Subtotal \$0.00

Recurring Subtotal \$12,431.25 per year

Recurring Discount \$4,143.75

Total \$12,431.25

TERMS OF SERVICE

Accordingly, in consideration of the mutual obligations undertaken herein, THE PARTIES AGREE AS FOLLOWS:

1. **Retention.** Client hereby retains Paradigm and grants it the exclusive right to perform the services described in the Statement of Work subject to the terms and conditions set forth below.

2. **Protection of Confidential Information.**

- 2.1. Definitions.

- 2.1.1. “Client Confidential Information” shall mean all information in whatever form that Client provides or authorizes to be provided to Paradigm in connection with the services rendered under this Agreement and that at the time of first receipt: (i) is clearly marked “confidential” or “proprietary;” (ii) constitutes protected health information, personal information, or student or pupil information, as defined by any federal or state laws or regulations, including but not limited to the Family Education Rights Privacy Act (FERPA), 20 U.S.C. §1232g, et al., the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, the Children’s Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, and the California Education Code (including §49073.1); (iii) is governed by the terms of a Data Use Agreement (DUA) between Client and DHCS; (iv) is otherwise disclosed under circumstances of confidence; or (v) reasonably should be understood by the receiving party to be confidential. Without limiting the foregoing, Client Confidential Information shall include all Client student healthcare data and other student information, and all Medi-Cal data files received by Paradigm as Client’s designated custodian. Confidential Information shall not include any information that is or becomes publicly known through no fault of Paradigm, is already known by Paradigm at the time of disclosure based on information received from a source other than Client, or is rightfully received or independently developed by Paradigm after disclosure.

- 2.1.2. “Paradigm Confidential Information” shall mean all information in whatever form that Paradigm provides or authorizes to be provided to Client in connection with the services rendered under this Agreement and that, at the time of first receipt: (i) is clearly marked “confidential” or “proprietary;” (ii) is otherwise disclosed under circumstances of confidence; or (iii) reasonably should be understood by the receiving party to be confidential. Without limiting the foregoing, Paradigm’s Confidential Information shall include all business, marketing, technical, financial, customer, supplier, or other information, data entry means, processed claiming data, instructions, management reports, data file specifications, instructional materials, algorithms, software, forms, boilerplate plans, technologies, know-how related to making eligibility determinations, and data and results derived from the foregoing, except to the extent such Confidential Information is set forth in this Agreement, which is a public record.

- 2.1.3. “Confidential Information” shall mean Client Confidential Information and Paradigm Confidential Information.

- 2.2. Protection of Confidential Information.

- 2.2.1. Each party shall use reasonable and appropriate measures to safeguard and keep confidential all Confidential Information of the other party and shall not disclose, use, or copy any Confidential Information except as necessary to perform its obligations hereunder. Such reasonable and appropriate measures shall be no less than the measures taken by each to protect its own confidential information of a similar nature, but in any event no less than the measures governing protection, maintenance, disclosure, retention and destruction of Confidential Information subject to the terms of any DUA between Client and DHCS and any applicable federal or state laws or regulations.
- 2.2.2. Paradigm represents that all its employees who work with Confidential Information provided by Client under this Agreement: (i) have received regular training in data security procedures and federal and state laws and regulations applicable thereto; (ii) have reviewed Paradigm's written data security policies and procedures; and (iii) have signed an agreement to be bound by the confidentiality terms contained in this Agreement.
- 2.2.3. Each party may disclose Confidential Information of the other party to its responsible employees and independent contractors to the extent permitted by law and provided that such employees and independent contractors: (i) have a need to access such Confidential Information for purposes of fulfilling the party's obligations hereunder; (ii) have been informed of the confidentiality provisions of this Agreement; and (iii) have agreed in writing to be bound by such provisions to the same extent as the parties. Each party shall be responsible for any breach of the confidentiality provisions of this Agreement by its employees and independent contractors.
- 2.2.4. Each party will promptly notify the other of any misuse, unauthorized disclosure, or unauthorized access to Confidential Information, and shall reasonably assist the other in responding to such a breach in accordance with all applicable federal and state laws and regulations. Paradigm will designate a Security Coordinator who shall serve as a first point of contact between Client and Paradigm for matters relating to the management and protection of Client Confidential Information.
- 2.3. Ownership and Use of Client Confidential Information. Client Confidential Information provided to Paradigm under this Agreement continues to be the property of, and under the control of, Client, and will not be used for any purpose other than the requirements of this Agreement. Without limiting the foregoing, Paradigm will not use personally identifiable student information for commercial or advertising purposes. Nothing in this Agreement shall prohibit Paradigm from using student or other Client Information with all personal identification removed for purposes of training, research, or other activities designed to enhance the services provided to Client and to other Paradigm Clients receiving LEA Billing or MAA services, provided that and to the extent such use is consistent with applicable federal and state laws and regulations.
- 2.4. Review and Correction. Client represents that it maintains a procedure by which parents, legal guardians, and eligible students can review student records and correct erroneous information; Paradigm does not interact directly with parents, guardians or students, but will cooperate with Client as necessary to allow for the review and correction of student records.
- 2.5. Retention of Confidential Information.

2.5.1. Paradigm certifies that it will only retain Client's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Paradigm in its reasonable discretion will either destroy all Client Confidential Information in a secure manner or return this Information to Client. Paradigm will confirm in writing its disposition of all Client Confidential Information within five business days of such action.

2.5.2. Client represents that it will only retain Paradigm's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Client will return this Information to Paradigm and confirm such disposition of Paradigm Confidential Information within five business days thereafter.

2.6. Lawful Disclosure. This Paragraph shall not be construed as prohibiting either party from disclosing the other's Confidential Information to the extent required by law, regulation, or court order, provided such party notifies the other party promptly after becoming aware of such obligation and permits the other party to seek a protective order or otherwise to challenge or limit such required disclosure within the time permitted by law.

2.7. Statutory Compliance. A description of Paradigm's procedures to ensure the security and confidentiality of Client Confidential Information in accordance with the terms of this Agreement and all applicable state and federal laws and regulations is incorporated by reference herein, and is available for inspection by Client upon request at Paradigm's office. The parties acknowledge that, notwithstanding any other provision of this Agreement, Client has taken reasonable and appropriate steps to ensure that Paradigm's current practices with respect to Client Confidential Information comply with FERPA requirements, and Client remains legally responsible for any FERPA violations that may occur in the course of Paradigm's performance of services under this Agreement. The parties also acknowledge that they have made best efforts to ensure that this Agreement complies with the requirements of California Education Code §49073.1.

2.8. Continuing Obligations. The obligations contained in this Section, "Protection of Confidential Information," shall survive for a period of twenty (20) years after the expiration or termination of this Agreement.

3. **Accuracy of Information.**

3.1. Client Efforts. Client will make reasonable efforts to insure that the information supplied to Paradigm hereunder shall be true, complete, and accurate in all respects. Client assumes sole responsibility, and Paradigm shall have no liability, for the truth, completeness, and accuracy of all information supplied to Paradigm.

3.2. Paradigm Efforts.

3.2.1. Client acknowledges that Paradigm is not providing Client with legal, medical, or healthcare information or services and that any forms, software, and other materials supplied to Client hereunder are not intended to provide legal, medical, or healthcare advice.

3.2.2. If Paradigm is uploading historical records to its Software, Client assumes sole responsibility for the accuracy of historical data, and Paradigm shall have no liability for the truth, completeness, and accuracy of all information supplied to Paradigm.

4. **Limitation of Liability.**

- 4.1. In no event shall Paradigm be liable to Client for any incidental, indirect, consequential, special, or punitive damages arising out of or relating to this Agreement, including without limitation damages for lost reimbursements, lost healthcare services, or lost data, regardless of whether Paradigm has been advised of the possibility of such damages, and regardless of whether the claim for damages sounds in contract, tort, or other form of action.
- 4.2. In no event shall Paradigm's total liability for damages to Client arising out of or related to this Agreement exceed the net fees paid to Paradigm hereunder during the one (1) year period preceding the date on which the first claim alleged to give rise to damages occurs, regardless of the number of claims, causes of action, or amount of the alleged losses.
5. **Licenses and Permits.** Client represents and warrants that: (a) it has all licenses and permits necessary or appropriate to render the medical services it currently provides to its students, and to be eligible for reimbursement from Medi-Cal; (b) Client will maintain such licenses in full force and effect during the Term of this Agreement; and (c) Client has all necessary authority, including approval by the Board of Education if necessary, to enter into this Agreement and to perform all of its obligations hereunder.
6. **Late Fees.** Client will incur a late fee of two percent (2%) per month or any part thereof, or the maximum fee allowed by law, whichever is less, on any invoiced amount unpaid after sixty (60) days. The fees specified herein do not include taxes or similar surcharges, which are the sole responsibility of Client (excluding taxes on Paradigm's gross income).
7. **Indemnification.**
- 7.1. Client's Indemnification Obligations. Client shall indemnify and hold harmless Paradigm, its managing members, employees, and agents against and from any and all liabilities, claims, demands, losses, damages, and expenses, including reasonable attorneys' fees and costs (collectively "Claims"), to the extent arising from Client's negligence, gross negligence, or intentional misconduct in the course of Client's discharge of its obligations under this Agreement, including without limitation: (i) breach of any provisions of this Agreement by Client; (ii) failure of Client or its health care providers, to provide any service for which reimbursement is sought; (iii) failure of Client or its health care providers to perform health care or related services in accordance with any professional standards applicable thereto; (iv) failure of the Client to provide accurate Confidential Information; or (v) failure of Client or its health care providers to obtain or maintain in good standing any licenses, permits, or registrations required to render the healthcare and related services for which reimbursement is sought. Notwithstanding the foregoing, Client shall not be required to indemnify Paradigm hereunder to the extent that Paradigm is obligated to indemnify Client pursuant to the following paragraph, "Paradigm's Indemnification Obligations."
- 7.2. Paradigm's Indemnification Obligations. Paradigm shall indemnify and hold harmless Client, its school board, officers, directors, employees, and agents against and from any and all Claims to the extent such claims arise from Paradigm's negligence, gross negligence, or intentional misconduct in the course of performing services under this Agreement. Notwithstanding the foregoing, Paradigm shall not be required to indemnify Client hereunder to the extent that Client is obligated to indemnify Paradigm pursuant to the preceding paragraph, "Client's Indemnification Obligations."

7.3. The indemnification rights set forth in this Section, “Indemnification,” are conditional on the following: (i) the party seeking indemnification (each an “Indemnified Party”) shall provide prompt written notice of any Claim as to which indemnification is sought to the party from whom indemnification is sought (the “Indemnifying Party”), provided, however, that failure to give such notice shall not relieve the Indemnifying Party of its obligations hereunder except to the extent that it is materially prejudiced thereby; (ii) all Indemnified Parties shall reasonably cooperate with the Indemnifying Party in the defense and settlement of the underlying Claim at no cost to the Indemnified Party; and (iii) the Indemnifying Party shall have full and exclusive authority to defend or settle the underlying Claim, provided that the Indemnifying Party shall not enter into any settlement that includes an admission of liability by the Indemnified Party or injunction against any Indemnified Party without the consent of such Indemnified Party, such consent not to be unreasonably withheld or delayed, and provided further that each Indemnified Party shall have the right to participate in such Claim with counsel of its own selection at its own expense.

8. **Termination.**

8.1. For Cause. Either party may terminate this Agreement upon written notice to the other party if the other party is in material breach of its obligations under this Agreement and such breach is not cured within thirty (30) days after receipt of written notice of the specific nature of such breach (or, in the case of nonpayment of fees, within fifteen (15) days after receipt of written notice). The non-breaching party shall give its reasonable cooperation and assistance to the breaching party in any efforts made to cure such breach.

8.2. Without Cause. The parties may terminate this Agreement at any time by written agreement of both parties, effective as of the date specified in such agreement.

8.3. Effect of Termination. Upon the expiration or termination of this Agreement for any reason:

8.3.1. Payment for Services Completed. All fees Client owes to Paradigm for services provided prior to expiration or termination shall immediately become due and payable upon receipt of an invoice from Paradigm.

8.3.2. Confidential Information. Client shall, upon request, return or destroy, at Paradigm’s option, all Confidential Information received from Paradigm and shall certify to Paradigm its compliance with this provision.

8.4. Survival of Terms. All provisions of this Agreement which by their express terms extend beyond expiration or termination of this Agreement or which by their nature so extend shall survive expiration or termination, including but not limited to Paragraphs: “Protection of Confidential Information,” “Limitation of Liability,” “Indemnification,” “Termination,” “Paradigm Proprietary Rights,” and “Miscellaneous.”

9. **Paradigm Proprietary Rights.** Client acknowledges and agrees that Paradigm retains all right, title, and interest, including without limitation all intellectual property rights, in and to Paradigm’s Confidential Information (as defined above), and all forms, materials, submissions, and software prepared or supplied by Paradigm. Except as and to the extent otherwise provided in this Agreement, neither this Agreement nor Paradigm’s performance of services under this Agreement shall give Client any ownership interest in or license to any of Paradigm’s intellectual or other property.

10. **Miscellaneous.**

- 10.1. Notice. Any notice required or permitted to be given under this Agreement shall be in writing and may be delivered in person, by overnight courier, or by email if confirmed by first class mail, or sent by certified or registered mail, addressed to the other party at the address set forth on the signature page of this Agreement. Notice will be effective as of the date personally delivered, or if by email, three business days after the date of mailing of by first class mail, certified or registered mail, provided that notice received on holidays, weekends or nights will be effective at 9:00 a.m. on the next business day.
- 10.2. Relationship. It is intended that the relationship of Paradigm to Client shall at all times be that of an independent contractor. Nothing contained in this Agreement is intended or to be construed so as to create any partnership, joint venture, employment, agency, franchise or other representative relationship between the parties. No party hereto, or their respective officers, directors, employees, or agents shall have any express or implied right or authority to assume or create any obligations on behalf of or in the name of the other party, or to bind the other party to any contract, agreement, or undertaking with any third party.
- 10.3. Governing Law. This Agreement and the rights and obligations of the parties under it shall be subject to, governed by, construed, and enforced pursuant to the laws of the State of California without giving effect to any choice of law principles. Headings are for convenience only.
- 10.4. Severability. If any provision of this Agreement is held by a court or arbitrator to be invalid or unenforceable, the remaining portions of this Agreement shall remain in full force and effect, and such court or arbitrator shall be empowered to substitute provisions similar to said provision, or other provisions, so as to provide the parties the benefits intended by said provision, to the fullest extent permitted by applicable law.
- 10.5. Arbitration. Any dispute arising in connection with the interpretation or enforcement of this Agreement shall be resolved by compulsory binding arbitration under the auspices of and in accordance with the commercial arbitration rules of JAMS in San Francisco, California before a single arbitrator to be selected by mutual agreement of the parties or, failing such agreement, by JAMS from a list of three arbitrators proposed by each side. The decision of the arbitrator will be final and not appealable. The arbitrator shall interpret and enforce this Agreement in accordance with the laws of the State of California. The arbitrator shall be empowered to award the prevailing party any remedy available in law or equity not specifically precluded by this Agreement, including without limitation injunctive or declaratory relief, and attorneys' fees and costs.
- 10.6. Other Remedies. The parties acknowledge and agree that any actual or threatened misappropriation or infringement of intellectual property or breach of the confidentiality provisions of this Agreement will cause irreparable harm for which there is no adequate remedy at law, and accordingly, in addition to any other available remedies, a party may seek to enforce its rights with respect to the protection of confidential information or intellectual property hereunder through injunctive relief in any court of competent jurisdiction. In the event that any party is required to commence an action or arbitration to interpret or enforce any of the terms of this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs.
- 10.7. Force Majeure. Neither party shall be liable for any delay or failure to perform its obligations hereunder (except for any obligation to pay fees) resulting from any cause beyond its reasonable control, including but

not limited to acts of God, terrorism, weather, fire, explosions, floods, strikes, work stoppages, slowdowns, industrial disputes, accidents, riots, civil disturbances, or acts of government.

- 10.8. Entire Agreement; Amendment. This Agreement, the online Software License Agreement, and Paradigm's Website Policies constitute the entire agreement between Client and Paradigm, superseding all prior and contemporaneous proposals, negotiations, communications and agreements, written or oral concerning the subject matter hereof. The provisions of these agreements shall be construed to give effect to all provisions therein to the greatest extent possible. In the event of any conflict between the agreements, they shall take precedence over one another in the following order, with each agreement listed taking precedence over all listed after it: this Agreement; the online Software License Agreement; and the Website Policies. This Agreement may be amended only by an instrument in writing duly approved and signed by both parties.
- 10.9. Assignment. Neither party shall assign or transfer this Agreement without the consent of the other party, which shall not be unreasonably withheld or delayed. Any assignment or transfer in violation hereof shall be null and void.
- 10.10. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their successors, assignees, and legal representatives. It creates no rights in any third parties including any individual in connection with which reimbursement is sought by Client.
- 10.11. Counterparts. This Agreement may be executed in any number of faxed, scanned, or original counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

SIGNATURES

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed by duly authorized persons to be effective as set forth herein.

Paradigm Healthcare Services, LLC

Hanford Elementary School District

Constance Laflamme

2024-04-03

Constance Laflamme, Owner/CEO

1225 4th Street, #363

San Francisco, CA 94158

Tel (415) 616-0920

claflamme@paradigm-healthcare.com

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: 4/5/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/24

ITEM: Consultant Contract- HESD and Bricks-4-Kidz

PURPOSE: Provide STEM aligned enrichment classes for Grades Tk-5th for the Summer Expanded Learning Program beginning June 17, 2024 and ending July 19, 2024. Bricks4Kidz will provide daily instruction to students by grade level over the course of the summer program.

FISCAL IMPACT: \$9,000.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: 4/5/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/24

ITEM: Consultant Contract- HESD and Fresno Discovery Center

PURPOSE: To provide 5 science based enrichment activities and lessons to students in the Hanford Elementary School District Summer Program from June 17th to July 19th, 2024 in grades Tk through 5th.

FISCAL IMPACT: \$8,000.000**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: 4/5/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/24

ITEM: Consultant Contract- HESD and InnovEd

PURPOSE: To provide direct student instruction to students grades TK-5th in the HESD Summer Expanded Learning Program around the subjects of STEAM.

FISCAL IMPACT: \$37,000.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: 4/5/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 4/24/24

ITEM: Consultant Contract- HESD and TKS

PURPOSE: To provide Karate instruction to the students of the HESD Summer Program, grades TK-5th, every Monday-Thursday, June 17, 2024 to July 19, 2024.

FISCAL IMPACT: \$43,000.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 15, 2024

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **April 24, 2024**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/8/2024

- Brenda Beltran, Teacher, Probationary (Intern)
- Michelle Gonzales, Special Education Teacher, Probationary (Intern)
- Alyssa Hodge, Special Education Teacher, Probationary (Intern)
- Linda Thomas, Special Education Teacher, Probationary (Intern)

Classified

- Bryana Aguilar-Oliva, Yard Supervisor – 2.5 hrs., Hamilton, effective 04/08/24
- Addie Barraza, READY Program Tutor – 4.5 hrs., Washington, effective 04/02/24
- Luis Botello, Yard Supervisor – 3.25 hrs., Kennedy, effective 04/02/24
- Aliyah Cabrera, Yard Supervisor – 3.5 hrs., Simas, effective 04/08/24
- Brenda Hernandez Gomez, Yard Supervisor – 2.0 hrs., Roosevelt, effective 04/08/24
- Melia Marques, Special Education Aide – 5.0 hrs., Monroe, effective 04/04/24
- Rebecca Quiñones, Special Circumstance Aide – 5.75 hrs., Richmond, effective 04/02/24
- Maribel Solorzano Medel, Yard Supervisor – 2.5 hrs., Richmond, effective 04/08/24

Classified Temps/Subs

- Nayzeth Gonzalez, Athletic Coach, effective 04/08/24
- Fariba Rodriguez, Substitute Bilingual Clerk Typist I, READY Program Tutor, Translator: Oral Interpreter and Translator: Written Translator, effective 04/12/24

Administrative Transfer

- Elizabeth Jackson, from Licensed Vocational Nurse – 8.0 hrs., Rover, to Licensed Vocational Nurse – 8.0 hrs., Jefferson, effective 04/22/2024

Voluntary Reassignment

- Oscar Tafolla, from Learning Director – 8.0 hrs., Jefferson, to Teacher – 8.0 hrs., King, effective 8/8/24

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

- Nayzeth Gonzalez, 8th Girls Softball, Kennedy, effective 04/08/24-05/06/24
- Kiefer Rose, 4-6th Boys Track, Lincoln, effective 04/11/24-05/06/24
- Steven Santiago, 7th Boys Baseball, Kennedy, effective 03/19/24-05/06/24

c. Resignations

Classified

- Madeline Acosta, Special Circumstance Aide – 5.75 hrs., Simas, effective 06/07/24
- Miriam Garcia, READY Program Tutor – 4.5 hrs., Washington, effective 03/22/24
- Michelle Gonzales, Special Education Aide – 5.0 hrs., Richmond, effective 06/07/24
- Jeannie Lewis, Yard Supervisor – 3.0 hrs., Hamilton, effective 06/07/24
- Brianne Perez, Licensed Vocational Nurse – 8.0 hrs., Jefferson, effective 04/19/24
- Cindy Quesada, READY Program Tutor – 4.5 hrs., Jefferson, effective 04/12/24
- Andrea Rodriguez, Special Circumstance Aide – 5.75 hrs., Wilson, effective 04/09/24

Retirement

- John Borges, Head Custodian – 8.0 hrs., Kennedy, effective 5/30/24
- Tammy Morrison, Food Service Worker I – 3.5 hrs., Monroe, effective 6/7/24

d. Volunteers

Name

Deisy Cabello
Ricardo Reyes
Sandra Romero Aguilar
Rebecca Scholl

School

Jefferson
Jefferson
Jefferson
Jefferson

Davina Zubia	Lincoln
Adreanna Bell	Monroe
Jose Corral	Monroe
Kirstin Smith	Monroe
Melissa Escobar (HESD Employee)	Richmond
Megan Brown	Roosevelt
Aurora Gonzalez	Roosevelt
Edith Gonzalez	Roosevelt
Leonardo Gonzalez	Roosevelt
Luz Mercedes Maldonado de Parmo	Roosevelt
Tiffani Robbins	Roosevelt
Brenda Lyons	Simas
Brandon McVay	Simas
Andrea Staples	Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Consider adoption of Resolution #20-24 Commitment of Fund Balance.

PURPOSE:

The Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds. The District has identified funds that need to be committed for the purposes listed on the resolution.

FISCAL IMPACT:

The commitment of the listed funds restricted the use of the funds for only the purposes listed on the resolution.

RECOMMENDATIONS:

Adopt Resolution #20-24 Commitment of Fund Balance.

Robert “Bobby” Garcia ___ Yes ___ No ___ Abstain ___ Absent

President, Board of Trustees

Greg Strickland

Print Name

Secretary/Clerk, Board of Trustees

Lupe Hernandez

Print Name

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/15/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 04/24/2024

ITEM:

Consider approval of an audit agreement of the Lincoln Classroom state funded construction project.

PURPOSE:

Pursuant to Education Code Section 41024, the District's Lincoln Classroom project is subject to an audit of the project by a local auditor that is in accordance with the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting. A project that receives any School Facility Program (SFP) funds after June 30, 2017 is subject to an audit. The Lincoln Elementary school received its funding on March 14, 2023.

The attached agreement is for the audit of the Lincoln Classroom project.

FISCAL IMPACT:

The cost of the agreement is \$8,000.

RECOMMENDATIONS:

Approve an audit agreement of the Lincoln Classroom state funded construction project.



April 10, 2024

Hanford Elementary School District
714 N. White Street
Hanford, CA 93232

To the Governing Board and David Endo:

The following represents our understanding of the services we will provide to Hanford Elementary School District.

You have requested that we perform the required performance audit of the Non-Financial Hardship Project (50/63917-00-005) in accordance with the compliance requirements of Section 8 of Article II of the California Constitution (Proposition 51).

Auditor Responsibilities

The objective of the Performance Audit is to meet the Proposition 51 requirement for the Non-Financial Hardship Project (50/63917-00-005) proceeds to ensure compliance with Section 8 of Article II of the California Constitution.

The Performance Audit will be conducted in accordance with Generally Accepted *Government Auditing Standards* and in accordance with the *Performance Audit standards contained in Government Auditing Standards*.

As part of complying with Section 8 of Article II of the California Constitution (Proposition 51), we will perform tests of Hanford Elementary School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management of Hanford Elementary School District is responsible for establishing and maintaining effective internal control over compliance to meet the Proposition 51 requirements for the proceeds to ensure compliance with Section 8 of Article II of the California Constitution (Proposition 51).

Generally Accepted Government Auditing Standards requires that we obtain an understanding of those internal controls that are significant to our audit objectives. Our consideration of internal controls is limited to those controls considered significant to meet the objectives of this performance audit. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. A performance audit is not designed to provide assurance on internal control or to identify significant deficiencies.

However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under *Government Auditing Standards*.

Our procedures for the performance audit are listed in the attached appendix as sections I, II, VI.

Compliance with Laws and Regulations

As previously discussed, in complying with the requirements of Proposition 51, we will perform tests of Hanford Elementary School District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand they have responsibility:

- a. For complying with Section 8 of Article II of the California Constitution (Proposition 51).
- b. For the design, implementation, and maintenance of effective internal control over compliance to meet the Proposition 51 requirements for the proceeds to ensure compliance with Section 8 of Article II of the California Constitution (Proposition 51).
- c. To provide us with:
 - i. Access to all financial records and related information of which you are aware that is relevant to the compliance of Proposition 51 and for the accuracy and completeness of that information,
 - ii. Additional information that we may request for the purpose of the performance audit, and
 - iii. Unrestricted access to persons within Hanford Elementary School District and others from whom we determine it necessary to obtain audit evidence.
- d. For the design, implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting Hanford Elementary School District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting Hanford Elementary School District received in communications from employees, former employees, grantors, regulators, or others.
- e. For identifying and ensuring that Hanford Elementary School District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.
- f. Assume all management responsibilities relating to the compliance of Section 8 of Article II of the California Constitution (Proposition 51) and objectives of this performance audit.
- g. Responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the performance audit. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions plan for the report, and for the timing and format for providing that information.
- h. For the accuracy and completeness of all information provided.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

Reporting

We will issue a written report upon completion of our performance audit of Hanford Elementary School District's audit of the Non-Financial Hardship Project (50/63917-00-005). Our report will be addressed to the governing body of Hanford Elementary School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), to our performance audit report, or if necessary, withdraw from the engagement. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Other

If you intend to publish or otherwise reproduce our performance audit report and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Bill Williams is the engagement partner for the performance audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$8,000.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain engagement documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such engagement documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected engagement documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such engagement documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third-party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our engagement documentation for this engagement. Our engagement documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report, and any subsequent review reports to the parties contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing services for Hanford Elementary School District.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in the Eide Bailly Office nearest the client. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in the information provided to us to complete our audit that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by California law. Any unresolved Dispute shall be submitted to a federal or state court located in Fresno, California.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Bill Williams, Partner
Eide Bailly LLP

BW/Ito

Attachment

RESPONSE:

This letter correctly sets forth the understanding of Hanford Elementary School District.

Signature: _____

Name: David Endo

Title: Chief Business Official

Date: _____