

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, May 8, 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# 24-31 - Monroe

Case# 24-32 – Community Day School

Case# 24-33 - 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 April 17, 2024; April 19, 2024; April 24, 2024 and April 26, 2024.
- b) Approve minutes of the Regular Board Meeting held on April 24, 2024.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of 100 feminine hygiene packs for homeless and foster students from Bank of America, Hanford Branch.

- *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.*
- *Telephonic attendance due to medical accommodation: 318 S. Redington Street*

- e) Approve donation of \$14.50 from Box Top Education.
- f) Approve donation of \$4,000.00 from Simas PTC.
- g) Approve donation of \$1,000.00 from Washington PTC.

3. INFORMATION ITEMS

- a) Receive for information a review of the 2023-2024 District/Board Goals (Gabler)
- b) Receive for information the California School Employee Association's (CSEA) Initial Proposal to the District for 2024-2025 amendments to the 2023-2026 Collective Bargaining Agreement between HESD and CSEA (reopened articles) (Martinez)
- c) Receive for information the District's Initial Proposal to CSEA for 2024-2025 amendments to the 2023-2026 Collective Bargaining Agreement between HESD and CSEA (reopened articles) (Martinez)
- d) Receive for information the revised Board Policy and Administrative Regulation: (Gomez)
 - 6175 – Migrant Education Program

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the Hanford Elementary Teachers Association's Initial Proposal for 2024-2025 amendments to the Collective Bargaining Agreement between HESD and HETA (reopened articles) (Martinez)
- b) Consider approval of the District's Initial Proposal to HETA for 2024-2025 amendments to the Collective Bargaining Agreement (reopen articles) (Martinez)
- c) Consider approval of the revised Board Policy: (Gabler)
 - 1250 – Visitors/Outsiders
- d) Consider approval of the revised Board Policy and Administrative Regulation: (Endo)
 - 3400 – Management of District Assets/Accounts
- e) Consider approval of the revised Board Policy and Administrative Regulation: (Endo)
 - 3550 – Food Service/Child Nutrition Program
- f) Consider approval of the revised Board Policy and Administrative Regulation: (Endo)
 - 3551 – Food Service Operations/Cafeteria Fund
- g) Consider approval of the revised Board Policy and Administrative Regulation: (Endo)
 - 3553 – Free and Reduced Price Meals

5. PERSONNEL (Martinez)

- a) Employment
 - Certificated
 - Ashlyn Vidana, Teacher, Probationary, effective 8/8/24
 - Classified
 - Juan Botello, Yard Supervisor – 2.75 hrs., Simas, effective 4/22/24
 - Classified Temps/Subs
 - Kathleen Nino, Substitute Yard Supervisor, effective 4/23/24
 - Santiago Rodriguez, Substitute READY Program Tutor, effective 4/26/24
 - Kiefer Rose, Athletic Coach, effective 4/11/24
 - Short Term Classified
 - Cristina Castorena, Short-Term READY Program Tutor – 4.5 hrs., Simas, effective 4/15/24-6/7/24
 - Janeth Medina, Short-Term READY Program Tutor – 4.5 hrs., Monroe, effective 4/15/24-6/7/24

- Sheccid Solis, Short-Term READY Program Tutor – 4.5 hrs., Washington, effective 4/15/24-6/7/24
- Savannah Treviño, Short-Term READY Program Tutor – 4.5 hrs., Jefferson, effective 04/15/24-06/07/24
- Maria Villaseñor, Short-Term READY Program Tutor – 4.5 hrs., King, effective 04/15/24-06/07/24

Temporary Out of Class Assignment

- Aurelano Arroyo, from Custodian II – 8.0 hrs., Washington, to Lead Custodian – 8.0 hrs., Washington, effective 03/01/24-05/08/24

Release of At-Will Employee – Conclusion of Seasonal Assignment

- Francisco Carrillo, Athletic Coach, effective 10/15/16
- Daniel Covarrubias, Athletic Coach, effective 01/12/17
- Patricia Diaz, Athletic Coach, effective 03/12/20
- Terry Duncil, Athletic Coach, effective 02/09/22
- Torrey Edwards, Athletic Coach, effective 10/05/18
- Marisa Gonzalez, Athletic Coach, effective 12/16/16
- Raul Guzman, Athletic Coach, effective 04/25/18
- Aaron Johnston, Athletic Coach, effective 09/25/18
- Ashley Karasti, Athletic Coach, effective 01/22/19
- Leonard Landeros, Athletic Coach, effective 05/07/18
- Ada Lopez, Athletic Coach, effective 12/06/23
- Isabela Medina, Athletic Coach, effective 05/24/17
- Paul Meza, Athletic Coach, effective 10/15/19
- Reunite Mims, Athletic Coach, effective 04/28/23
- Jorge Navarro, Athletic Coach, effective 02/03/18
- Noe Noyola, Athletic Coach, effective 12/18/18
- Savino Perico, Athletic Coach, effective 10/23/21
- Jared Rasbeary, Athletic Coach, effective 04/19/17
- Jason Roberson, Athletic Coach, effective 02/10/17
- Tara Rodriguez, Athletic Coach, effective 05/25/17
- Simon Nelson, Athletic Coach, effective 04/26/17
- Mario Villa Honorato, Athletic Coach, effective 12/14/18

b) Certificated Management Promotion

- Leslie Marain, from Program Specialist – Special Education, Special Services to Director of Special Education, Special Services, effective 7/1/24
- Guadalupe Rangel-Lemus, from Teacher, Jefferson, to Learning Director, Jefferson, effective 7/1/24

c) Resignations

Classified

- Brenn Vallin, READY Program Tutor – 4.5 hrs., Simas, effective 5/6/24

Certificated Retirement

- Claudia Davis, Teacher, Simas, effective 6/7/24
- Lana Sandoval, Teacher, Kennedy, effective 6/7/24

d) Job Description

- Director of Special Education (title change and revised)

e) Consider approval of a Teacher Internship Agreement with Grand Canyon University (GCU)

- Authorize agreement to enter into a Teacher Internship Agreement between Hanford Elementary School District and GCU to be effective on 4/5/2024 through 4/5/2027 (3-year maximum)

f) Volunteers

<u>Name</u>	<u>School</u>
Hailey Taylor	Hamilton
Blanca Aldaco	Jefferson
Larry Lawson	Jefferson
Heriberto Ramirez	Jefferson
Yesenia Serna	Jefferson
Magdalena Ventura	King
Serena Hernandez	Lincoln
Maria Ochoa	Lincoln
Maria Andrade	Monroe
Natalie Gonzales	Monroe
Kristi Ochoa (HESD Employee)	Simas
Monica Sales	Simas
Ashley Brown (HESD Employee)	Wilson

6. FINANCIAL (Endo)
NONE

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: April 26, 2024

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

Date you wish to have your item considered: May 8, 2024

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 24-31 - Monroe
Case# 24-32 – Community Day School
Case# 24-33 - Kennedy

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/29/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/2024

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 04/17/24, 04/19/24, 04/24/24 and 04/26/24.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 04/17/2024**

Warrant Number	Vendor Number	Vendor Name	Amount
12743511	1393	GAS COMPANY – Utilities	\$8,773.33
12743512	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$37,160.25
12743513	4381	STAPLES - BUSINESS ADVANTAGE – Materials/Supplies	\$2,642.66
		Total Amount of All Warrants:	\$48,576.24

Warrant Register For Warrants

Dated 04/19/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12743617	2	A-Z BUS SALES INC – Materials/Supplies	\$5,738.13
12743618	6374	ABLE RECOGNITION – Materials/Supplies	\$794.59
12743619	8180	AIRGAS INC. – Materials/Supplies	\$357.18
12743620	6431	AMAZON.COM – Materials/Supplies, Warehouse Inventory	\$12,255.87
12743621	949	AMERICAN INCORPORATED – Equipment	\$5,525.00
12743622	53	AMERICAN MUSIC COMPANY – Materials/Supplies, Equipment	\$10,936.77
12743623	2424	ANDERSON'S – Materials/Supplies	\$1,345.89
12743624	8328	ABAGAIL ARMIEDA – Reimburse-Mileage	\$34.84
12743625	3258	BANK OF AMERICA – Travel/Conference, Other Services	\$7,384.38
12743626	113	BARNES AND NOBLE-5886056 – Books	\$376.79
12743627	6112	JENNIFER BAYS – Advance-Travel/Conference	\$125.00
12743628	149	BLICK ART MATERIALS – Materials/Supplies	\$683.29
12743629	8219	BLIND BATHERS – Services/Repair	\$1,149.60
12743630	6658	BRICKS4KIDZ – Other Services	\$2,520.00
12743631	2019	BUSWEST – Materials/Supplies	\$1,590.45
12743632	3989	CALIFORNIA STATE UNIVERSITY – Other Services	\$7,000.00
12743633	236	STATE OF CALIFORNIA – Other Services	\$2,274.00
12743634	3644	TIFFANY D CARPENTIERI – Reimburse-Mileage	\$292.79
12743635	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$814.90
12743636	303	CHAFFEE ZOO – Roosevelt/Monroe/Hamilton Study Trips	\$2,756.00
12743637	304	NICK CHAMPI ENTERPRISES INC. – Services/Repair	\$548.34
12743638	4178	COOK'S COMMUNICATION – Materials/Supplies	\$310.39
12743639	5747	CRISIS PREVENTION INSTITUTE (CPI) – Materials/Supplies	\$1,511.90
12743640	5747	CRISIS PREVENTION INSTITUTE (CPI) – Materials/Supplies	\$2,147.20
12743641	3200	CROWN AWARDS – Materials/Supplies	\$2,304.57
12743642	3618	CURRICULUM ASSOCIATES INC. – Books	\$804.94
12743643	433	DISCOVERY CENTER – Jefferson Study Trip	\$925.00
12743644	7699	EVELYN GALVAN – Reimburse-Materials/Supplies	\$56.21
12743645	2157	YOLANDA GOMES – Reimburse-Materials/Supplies	\$39.95
12743646	8392	JENNY GONZALEZ – Reimburse-Other Services	\$15.00
12743647	8329	ELIZABETH GRAY – Reimburse-Mileage	\$48.24
12743648	8137	YSELA GUZMAN – Reimburse-Mileage	\$101.04
12743649	8309	ADRIANA HAYES – Reimburse-Mileage	\$160.26
12743650	2188	THE HOME DEPOT PRO – Equipment, Warehouse Inventory	\$43,246.08
12743651	7770	CRYSTAL JEFF – Reimburse-Mileage	\$178.49
12743652	2062	JOHN'S INCREDIBLE PIZZA – Band Field Trip	\$2,068.65
12743653	818	KROEKER INC – Services/Repair	\$14,666.10
12743654	8250	KEIRSTY LEE – Reimburse-Mileage	\$411.11
12743655	7096	MELISSA LINCICUM – Advance-Travel/Conference, Mileage	\$532.36
12743656	8331	NATASHA LOPEZ – Reimburse-Mileage	\$104.52
12743657	4629	LOWE'S OF HANFORD – Materials/Supplies	\$277.74
12743658	912	MANGINI ASSOCIATES INC. – JFK HVAC Project	\$1,155.40
12743659	8332	BIBIANA MENDOZA – Reimburse-Mileage	\$651.51
12743660	1021	NASCO – Materials/Supplies	\$342.13
12743661	2909	MARCELA NICOLE NASH – Reimburse-Mileage	\$18.49
12743662	8396	MARIA OCHOA – Reimburse-Other Services	\$39.00
12743663	7861	WILLIAM POTTER – Reimburse-Travel/Conference	\$17.00
12743664	6910	PRISMATIC MAGIC – Other Services	\$1,198.00

Warrant Register For Warrants Dated 04/19/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12743665	6035	PROJECT SURVIVAL CAT HAVEN – Roosevelt Study Trip	\$871.00
12743666	8310	IMELDA RICABLANCA – Reimburse-Mileage	\$259.96
12743667	8007	RICAS TAQUIZAS EL MAYO – Other Services	\$2,000.00
12743668	8394	SANTIAGO RODRIGUEZ – Reimburse-Other Services	\$25.00
12743669	4511	DOUG ROSE – Reimburse-Travel/Conference, Membership Dues	\$285.00
12743670	5904	CRUZ SANCHEZ-LEAL – Reimburse-Travel/Conference	\$402.00
12743671	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$279.94
12743672	8095	SKYLINE BUS CHARTER LLC – Other Services	\$8,700.00
12743673	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$221.54
12743674	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$122.26
12743675	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$7,174.40
12743676	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$32,015.79
12743677	8163	TOLTECMEDIA – Other Services	\$5,400.00
12743678	1504	TURF STAR INC. – Materials/Supplies	\$238.74
12743679	8333	GUADALUPE VALDEZ – Reimburse-Mileage	\$121.94
12743680	8248	JUANA VILLALOBOS – Reimburse-Mileage	\$376.27
12743681	1575	WALMART COMMUNITY RFCSLLC – Materials/Supplies	\$4,656.01
Total Amount of All Warrants:			\$200,984.94

Credit Card Register For Payments
Dated 04/19/2024

Document Number	Vendor Number	Vendor Name	Amount
14038695	5490	CABE 2018 – Other Services	\$12,000.00
14038696	6625	COSCO FIRE PROTECTION – Services/Repair	\$520.00
Total Amount of All Credit Card Payments:			\$12,520.00

**Warrant Register For Warrants
Dated 04/24/2024**

Warrant Number	Vendor Number	Vendor Name	Amount
12744075	8337	CSUF ASSOCIATE – Richmond Field Trip	\$660.00
12744076	228	FRESNO STATE – Richmond Field Trip	\$767.11
12744077	647	HANFORD JT. UNION HIGH SCHOOL – Other Services	\$1,653.38
12744078	8088	SUGAR MUTT COTTON CANDY – Other Services	\$157.50
12744079	8389	WONDER VALLEY RANCH RESORT – Roosevelt Study Trip	\$2,950.00
Total Amount of All Warrants:			\$6,187.99

Warrant Register For Warrants

Dated 04/26/2024

Warrant Number	Vendor Number	Vendor Name	Amount
12744165	7879	CARMEN ALVAREZ-VARGAS – Advance-Travel/Conference	\$112.00
12744166	6431	AMAZON.COM – Materials/Supplies	\$12,337.92
12744167	8399	MARIA ANDRADE – Reimburse-Other Services	\$39.00
12744168	4119	KRISTINA BALDWIN – Advance-Mileage	\$23.72
12744169	7399	BIMBO BAKERIES USA – Food Services-Food	\$2,177.70
12744170	7283	CA DEPT OF TAX & FEE ADMINISTRATION – Materials/Supplies	\$21.00
12744171	8337	CSUF ASSOCIATE – MLK Field Trip	\$660.00
12744172	4815	DIGITECH INTEGRATIONS INC – Services/Repair	\$2,088.79
12744173	6956	DT CUSTOMS – Services/ Repair	\$100.00
12744174	8395	DUAL LANGUAGE EDUCATION – Travel/Conference	\$500.00
12744175	497	EMPLOYMENT DEVELOPMENT DEPT. – State Unemployment Insurance	\$7,608.42
12744176	2155	JAVIER ESPINDOLA – Reimburse-Mileage, Other Services	\$858.64
12744177	1393	GAS COMPANY – Utilities	\$1,449.55
12744178	591	GOLD STAR FOODS – Food Services-Food	\$17,706.64
12744179	4075	PETER GONSALVES – Advance-Mileage	\$24.92
12744180	6963	GONZALEZ ARCHITECTS – Other Services	\$15,000.00
12744181	632	CITY OF HANFORD – Utilities	\$19,753.08
12744182	7228	SAMANTHA HERNANDEZ – Advance-Travel/Conference, Mileage	\$531.42
12744183	5855	HOBBY LOBBY – Materials/Supplies	\$194.85
12744184	5052	IMAGINE U CHILDRENS MUSEUM – Roosevelt Study Trip	\$250.00
12744185	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$11,037.25
12744186	7175	iREPAIR – Services/Repair	\$128.70
12744187	5893	MONICA JACOBSEN – Reimburse-Other Services	\$45.00
12744188	3760	KINGS COUNTY AIR – Services/Repair, Equipment	\$66,432.00
12744189	796	KINGS COUNTY OFFICE OF ED – Other Services	\$266.00
12744190	806	KINGS COUNTY TROPHY – Materials/Supplies	\$32.18
12744191	6953	MARKO CONSTRUCTION GROUP INC.- JFK HVAC Project	\$361,389.92
12744192	8398	KATHLEEN NINO – Reimburse-Other Services	\$39.00
12744193	1087	TRAVIS C. PADEN – Advance-Mileage	\$24.92
12744194	8036	JOSEPH PADILLA – Materials/Supplies	\$614.01
12744195	7203	PARADIGM HEALTHCARE SERVICES LLC. – Other Services	\$1,656.36
12744196	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$16,208.66
12744197	6035	PROJECT SURVIVAL CAT HAVEN – Reissue Monroe Study Trip	\$1,143.00
12744198	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$230.92
12744199	2013	MICHELLE SCHOFIELD – Reimburse-Other Services	\$45.00
12744200	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$22,709.65
12744201	1435	SUPERIOR DAIRY – Materials/Supplies	\$158.40
12744202	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$19,944.79
12744203	8163	TOLTECMEDIA – Jefferson Entry Fee	\$200.00
12744204	1503	TULARE-KINGS MUSIC ED. ASSOC. – Other Services	\$25.00
12744205	8127	UPPER EDGE TECHNOLOGIES INC – Materials/Supplies	\$11,000.00
12744206	1612	MICHELLE E. WHITE – Reimburse-Mileage	\$209.04
12744207	3863	WILLIAM WILKINSON – Reimburse-Other Services	\$45.00

Total Amount of All Warrants:

\$595,022.45

Credit Card Register For Payments
Dated 04/26/2024

Document Number	Vendor Number	Vendor Name	Amount
14038747	1111	J W PEPPER & SON INC – Books	\$184.46
14038748	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$825.00
Total Amount of All Credit Card Payments:			\$1,009.46

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 24, 2024

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 24, 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, Garner and Revious were present. Trustee Hernandez will be joining telephonically upon the Board's return to Open Session.

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

CLOSED SESSION

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

- Student Discipline pursuant to Education Code section 48918

Open Session Trustees returned to open session at 6:00 p.m.

President Strickland stated "Due to medical reasons, Trustee Lupe Hernandez will be joining this regularly scheduled board meeting by telephone from her residence."

Case# 24-28 Vice-President Garcia moved to accept the Findings of Facts and expel Case #24-28 for the remainder of the 2023-2024 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on April 22, 2024. Vice-President Garcia further moved that the expulsion order be immediately suspended, and student may return to regular school in probationary status on a Behavior Conditions plan through June 7, 2024. Trustee Garner seconded; motion carried 5-0:

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

Case# 24-30 Vice-President Garcia moved to accept the Findings of Facts and expel Case #24-30 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 22, 2024. Vice-President Garcia moved that the expulsion order be immediately suspended, and student may return to regular school in probationary status on a Behavior

Conditions plan through December 20, 2024. Trustee Garner seconded; motion carried 5-0:

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

PRESENTATION, REPORTS AND COMMUNICATIONS

**Public
Comments** None

**Board and Staff
Comments** Vice-President Garcia stated he attended the Track Meet in Lemoore. Hanford Elementary students did quite well, and it was good to see them. Trustee Garner added there was a lot of staff out there helping the students. It was great to see the representation.

**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.

CONSENT ITEMS

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

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

Trustee Garner then made a motion to approve consent items "a" through "d". Trustee Garcia seconded; motion carried 5-0:

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

The items approved are as follows:

- a) Warrant listings dated 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 PTC4.

INFORMATION ITEMS

Financial Report a) David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2023 – 03/31/2024.
for 7/1/23 – 3/31/24

PAC

- b) Robert Heugly, Director of Program Development, Assessment & Accountability, presented for information a report from the District Parent Advisory Committee for the meeting held on March 19, 2024. The Superintendent responded and supported the following:
 - Reduction of student screen time during the school day.
 - 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.
 - Continue to provide communication to parents around COVID and continue to follow the guidance provided by the California Department of Public Health which our public website continues to provide information regarding this topic.
 - Concurs with the recommendation to continue to provide support for students including nurses, counselors, social workers, student specialists, and vice principals.
 - Concurs with the recommendation to continue to provide support for foster and homeless students.

DELAC

- c) Lucy Gomez, Director of Curriculum, presented for information a report from the District English Learner Advisory Committee – March 21, 2024. The Superintendent responded and supported the following:
 - Explore parent training options to continue to increase parents' use of Parent Vue as a tool to monitor school attendance and academic progress.
 - 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.

HETA's Initial Proposal

- d) Jaime Martinez, Assistant Superintendent to Human Resources, presented 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).

District's Initial Proposal e) Jaime Martinez, Assistant Superintendent to Human Resources, presented for information the District's Initial Proposal to HETA for 2024-2025 amendment to the Collective Bargaining Agreement (reopened articles).

BP 1250 f) Joy Gabler, Superintendent, presented for information the revised Board Policy:
• 1250 Visitors/Outsiders

BP/AR 3400 g) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation:
• 3400 – Management of District Assets/Accounts

BP/AR 3550 h) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation:
• 3550 – Food Service/Child Nutrition Program

BP/AR 3551 i) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation:
• 3551 – Food Service Operations/Cafeteria Fund

BP/AR 3553 j) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation:
• 3553 – Free and Reduced Price Meals

BOARD POLICIES AND ADMINISTRATION

2024 Delegate Assembly Ballot a) Trustee Garcia made a motion to vote for Precilla Barrera-Lopez from Reef Sunset USD for the official 2024 Delegate Assembly Ballot Sub-region 10C (Kings County). Trustee Strickland seconded; motion carried 4-1:
Garcia – Yes
Garner – No
Hernandez – Yes
Revious – Yes
Strickland – Yes

READY Program Plan b) Trustee Garner made a motion to approve the READY Expanded Learning Program Plan for the 2024-2027 school years. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Paradigm Healthcare Services c) Trustee Garcia made a motion to approve the service agreement with Paradigm Healthcare Services "Paradigm" for the term of 7/1/2024 to 6/30/2027. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes

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

- Bricks-4-Kidz** d) Trustee Garcia made a motion to approve the consultant contract with Bricks-4-Kidz to provide STEM aligned enrichment classes for students in grades TK to 5th for the Summer Expanded Learning Program. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- Fresno Discovery Center** e) Trustee Garcia made a motion to approve the consultant contract with Fresno Discovery Center to provide five science-based enrichment activities and lessons for students in grades TK to 5th for the Summer Expanded Learning Program. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- InnovEd** f) Trustee Garcia made a motion to approve the consultant contract with InnovEd to provide STEAM instruction for students in grades TK to 5th for the Summer Expanded Learning Program. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- TKS** g) Trustee Strickland made a motion to approve the consultant contract with TKS to provide karate instructions for students in grades TK to 5th for the Summer Expanded Learning Program. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

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

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

Trustee Revious then made a motion to approve Personnel items "a" through "d".
Trustee Garner seconded; the motion carried 5-0:

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

***Item "a" –
Employment***

The following items were approved:

Certificated, 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

***Item "b" –
Athletic Coaches***

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

***Item "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 Rodriquez, 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

***Item "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

FINANCIAL

**Resolution
#20-24**

- a) Trustee Garcia made a motion to adopt of Resolution #20-24: Commitment of Fund Balance. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

**Lincoln
Classroom State
Funded**

- b) Trustee Garner made a motion to approve an audit agreement for the Lincoln Classroom State Funded Construction Project. Trustee Hernandez seconded; motion carried 5-0:

**Construction
Project**

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

Adjournment

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

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Greg Strickland, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-291	A	Monroe	Corcoran	4/29/2024
I-291	A	King	Armona	4/29/2024
I-291	A	Jeffersp	Armona	4/29/2024
I-291	A	Richmond	Kit Carson	4/29/2024
I-292	A	King	Pioneer	4/29/2024
I-293	A	King	Pioneer	4/29/2024

No	A/D	Sch Req'd	Home Sch	Date
O-217	A	Armona	Roosevelt	4/29/2024
O-218	A	Armona	Roosevelt	4/29/2024
O-219	A	Armona	Roosevelt	4/29/2024

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jay Strickland

DATE: April 22, 2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 8, 2024

ITEM: Donations

PURPOSE: Bank of America, Hanford Branch, has donated 100 feminine hygiene packs to help serve our homeless and foster youth students.

FISCAL IMPACT: None**RECOMMENDATIONS:** To approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: April 26, 2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 8, 2024

ITEM: Consider acceptance of donation of \$14.50 from Box Top Education to Jefferson Academy.

PURPOSE: To be used to purchase student rewards.

FISCAL IMPACT: Increase of \$14.50 to Account #0100-1100-0-1110-1000-430000-021-0000

RECOMMENDATIONS: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form**TO:** Joy Gabler**FROM:** Amy Fochetti**DATE:** 04/29/2024**FOR:** (X) Board Meeting
() Superintendent's Cabinet**FOR:** () Information
(X) Action

Date you wish to have your item considered: May 8, 2024

ITEM: Consider approval of donations to Simas General Fund from:

- Simas PTC in the amount of \$4000.00 for Student Attendance Awards, Yearbook, etc.

PURPOSE: General Fund**FISCAL IMPACT:**

\$4000.00

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 4/29/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/8/2024

ITEM: Consider approval of donation to HESD-Washington School from: Washington PTC, Total Donation of 1,000.00.

PURPOSE: 2023-2024 Yearbooks

FISCAL IMPACT: 0100-1100-0-1110-1000-571030-028-0000

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 04/25/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/08/24

ITEM: Review the 2023-2024 District/Board Goals

PURPOSE: Provide an update on progress made toward the District/Board Goals.

FISCAL IMPACT:

RECOMMENDATIONS:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez
Assistant Superintendent, HR

DATE: April 29, 2024

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

(X) Information
() Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 2024**

ITEM: Receive California School Employees Association's (CSEA) Initial Proposal to the District (HESD) for 2024-2025 amendments to the 2023-2026 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2024-2025 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 Pay and Allowances, and two additional Articles each.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

2024-2025 Reopener Proposal of the
California School Employees Association and its Chapter 344
to the
Hanford Elementary School District
April 11, 2024

CSEA proposes the following:

Article 15 Vacations

CSEA proposes modifying the vacation language.

ARTICLE 22 – Health and Welfare Benefits

CSEA proposes increasing the District cap to cover the rising costs of healthcare.

ARTICLE 23 – Pay and Allowances

CSEA prepared to negotiate an equitable salary increase.

Article 26 Disciplinary

CSEA will propose language that will help define discipline and or the process of.

All other provisions of the collective bargaining agreement not specifically changed in negotiations shall remain in full force to and including June 30, 2025.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 29, 2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 2024**

ITEM: Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2024-2025 amendments to the 2023-2026 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2024-2025 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 pay and Allowances, and two additional Articles each.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
CSEA CONTRACT REOPENERS 2024-2025
Effective July 1, 2024**

Article 9: Unit Vacancies

Discuss requirements for the internal recruitment process.

Article 18 Classification, Reclassification, and Abolition of Positions

Discuss the reclassification process.

Article 22 Health Benefits

Discuss the current District contribution toward Employee Health and Welfare Benefits considering cost increases to plans.

Article 23 Salary

Discuss classified salary schedule adjustments considering current budget conditions.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lucy Gomez

DATE: April 26, 2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 8, 2024

ITEM: Receive for information Board Policy & Administrative Regulation - 6175
Migrant Education Program

PURPOSE: To update the Board Policy and Administrative Regulation 6175 to comply with California Department of Education sample Policy 6175. This BP/AR outlines the requirement and timelines to be used for the identification of Migrant students, as well as the supplemental services to be provided during the school year and summer. This updated policy provides specific guidelines pertinent to a Migrant student's immediate enrollment in a school district, and the option to remain in their school of origin for the duration of the student's Migrant status. Parent involvement and required communication to parents is also outlined.

FISCAL IMPACT: Tulare County Office of Education receives state & federal funds which are used to provide services to Migrant students in our district.

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

Policy 6175: Migrant Education Program

Status: ADOPTED

Original Adopted Date: 05/16/2001 **07/01/2003** | **Last Revised Date:** 12/01/2018 | **Last Reviewed Date:** 05/16/2001 **12/01/2018**

The Board of Trustees recognizes that the children of migratory workers move frequently and may attend school irregularly. For this reason, communication between staff and the parents/guardians of these children is especially important. The Board encourages parents/guardians and staff to make every effort to support and assist each other so as to ensure that migrant children maintain sufficient progress.

The district shall make use of available funds to provide supplementary services for migrant students. These services shall be coordinated with other existing district resources such as health screening, compensatory education programs, and programs for English language learners.

The Superintendent or designee shall plan for late enrollments of migrant students and shall ensure that all migrant students are correctly identified and placed. Insofar as possible, he/she shall acquire records from students' previous school districts and shall consult these records when identifying the students' comprehensive needs and preparing their individual learning plans. Teachers are encouraged to consult with these students' past teachers as part of their effort to provide continuity in education.

The Superintendent or designee shall ensure that migrant students' records are updated in a timely manner. When students transfer to another district, their records shall be provided to that district in order to assist the district in identifying students' educational and other needs.

The Superintendent or designee shall provide supplementary staff development activities which improve skills that meet the needs of migrant students.

The Superintendent or designee shall convene a district parent/guardian advisory council to actively involve parents/guardians in planning, operating and evaluating the migrant children program. Advisory council members shall receive training to help them to carry out their responsibilities. (Education Code 54444.2)

The Board of Trustees desires to provide a comprehensive program for migrant students that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for migrant students.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible migrant students and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to migrant students who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each migrant student is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

Policy Reference Disclaimer:

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

State

5 CCR 3080

Description

Applicability of uniform complaint procedures to complaints regarding students with disabilities

5 CCR 4600-4670

Uniform complaint procedures

Ed. Code 200

[Equal rights and opportunities in state educational institutions](#)

Ed. Code 220

[Prohibition of discrimination](#)

Ed. Code 234.7

[Student protections relating to immigration and citizenship status](#)

Ed. Code 51225.1

[Exemption from district graduation requirements](#)

Ed. Code 51225.3

[High school graduation requirements](#)

Ed. Code 54440-54445

[Migrant children](#)

Federal

20 USC 6311

Description

State plan

20 USC 6381-6381k

Even Start Family Literacy Program

20 USC 6391-6399

Education of migratory children

20 USC 7881

Participation of private school students

34 CFR 200.81-200.89

Migrant education program

Management Resources

California Department of Education
Publication

Description

2017 State Service Delivery Plan

U.S. Department of Education
Publication

Education of Migratory Children Under Title I, Part C of the
Elementary and Secondary Education Act of 1965, Non-
Regulatory Guidance, rev. March 2017

Website

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

Website

[California Department of Education, Migrant Education
Office](#)

Website

[U.S. Department of Education, Office of Migrant Education](#)

Website

[West Ed, Migrant Student Information Network](#)

Cross References

Code	Description
0410	Nondiscrimination In District Programs And ActivitiesNondiscrimination In District Programs And Activities
0415	EquityEquity
0500	AccountabilityAccountability
1220	Citizen Advisory CommitteesCitizen Advisory Committees
1220	Citizen Advisory CommitteesCitizen Advisory Committees
1312.3	Uniform Complaint ProceduresUniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The SchoolsRelations Between Other Governmental Agencies And The Schools
3553	Free And Reduced Price MealsFree And Reduced Price Meals
3553	Free And Reduced Price MealsFree And Reduced Price Meals
3553-E PDF(2)	Free And Reduced Price Meals
4121	Temporary/Substitute PersonnelTemporary/Substitute Personnel
4121	Temporary/Substitute PersonnelTemporary/Substitute Personnel
4131	Staff DevelopmentStaff Development
4231	Staff DevelopmentStaff Development
4331	Staff DevelopmentStaff Development
5111.1	District ResidencyDistrict Residency

5111.1	<u>District Residency</u> <u>District Residency</u>
5113.1	<u>Chronic Absence And Truancy</u> <u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u> <u>Chronic Absence And Truancy</u>
5113.11	<u>Attendance Supervision</u> <u>Attendance Supervision</u>
5125	<u>Student Records</u> <u>Student Records</u>
5125	<u>Student Records</u> <u>Student Records</u>
5125.2	<u>Withholding Grades, Diploma Or Transcripts</u> <u>Withholding Grades, Diploma Or Transcripts</u>
5132	<u>Dress And Grooming</u> <u>Dress And Grooming</u>
5132	<u>Dress And Grooming</u> <u>Dress And Grooming</u>
5141.26	<u>Tuberculosis Testing</u> <u>Tuberculosis Testing</u>
5141.31	<u>Immunizations</u> <u>Immunizations</u>
5141.31	<u>Immunizations</u> <u>Immunizations</u>
5141.32	<u>Health Screening For School Entry</u> <u>Health Screening For School Entry</u>
5141.6	<u>School Health Services</u> <u>School Health Services</u>
5141.6	<u>School Health Services</u> <u>School Health Services</u>
5145.13	<u>Response To Immigration Enforcement</u> <u>Response To Immigration Enforcement</u>
5145.13	<u>Response To Immigration Enforcement</u> <u>Response To Immigration Enforcement</u>
5145.6	<u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u>
5145.6-E-PDF(1)	<u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u>
5148	<u>Child Care And Development</u> <u>Child Care And Development</u>
5148	<u>Child Care And Development</u> <u>Child Care And Development</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
6000	<u>Concepts And Roles</u> <u>Concepts And Roles</u>
6011	<u>Academic Standards</u> <u>Academic Standards</u>
6020	<u>Parent Involvement</u> <u>Parent Involvement</u>
6020	<u>Parent Involvement</u> <u>Parent Involvement</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>

6162.51	<u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u>
6164.2	<u>Guidance/Counseling Services</u> <u>Guidance/Counseling Services</u>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
6171	<u>Title I Programs</u> <u>Title I Programs</u>
6171	<u>Title I Programs</u> <u>Title I Programs</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
6177	<u>Summer Learning Programs</u> <u>Summer Learning Programs</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6178</u>	<u>Career Technical Education</u>

Regulation 6175: Migrant Education Program

Status: ADOPTED

Original Adopted Date: 05/16/200107/01/2003 | **Last Revised Date:** 11/03/200312/01/2019
Last Reviewed Date: 11/03/200312/01/2019

Eligibility

Students age 3 to 21 years shall be eligible for the district's migrant education program ~~shall be those migrant students who have if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved within the past three years. In providing these services, into~~ the district ~~shall give first priority to due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered~~ migrant students ~~aged 3 through 21 who are failing, or most at risk of failing, to meet state content and student performance standards, if they, their parents/guardians, or their spouses actively sought such new employment and whose education has been interrupted during the regular school year. (20 USC 6394, have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; 34 CFR 200.40)~~

81)

A student who ceases to be a migrant student during a school ~~semester~~term shall be eligible for services until the end of the ~~semester~~term. ~~If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)~~

Enrollment

A migrant student shall be immediately enrolled in the district even if the student: (Education Code 48204.7)

Program Components

The migrant education program shall provide: (Education Code 54443.1)

- ~~1. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment.~~
-
1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
-
2. Does not have clothing normally required by the school, such as school uniforms
-

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, medical records, including, but not limited to, records or other proof of immunization history, or other documentation

If a migrant student experiences a change in residence, the student may remain enrolled in the school of origin for the duration of the student's status as a migrant student. (Education Code 48204.7)

If a student's status as a migrant student changes during a school year, the Superintendent or designee shall allow the student to continue at the school of origin through the duration of that school year or, if the student is enrolled in a high school, through graduation. (Education Code 48204.7)

A migrant student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area to provide the student the benefit of matriculating with peers in accordance with the established feeder patterns of school districts. A migrant student who is transitioning to a middle school or high school designated for matriculation in another school district shall be allowed to enroll in that school. (Education Code 48204.7)

The Superintendent or designee shall inform a migrant student and the student's parent/guardian of the impact of remaining in the school of origin on the student's eligibility to receive migrant education services pursuant to Education Code 54440-54445. (Education Code 48204.7)

The Superintendent or designee may, but is not required to, provide transportation to enable a migrant student to attend the school of origin, unless otherwise required by federal law. (Education Code 48204.7)

Student Records

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. However, the district shall not collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.

The Superintendent or designee shall acquire education and health records from migrant students' previous school districts, as appropriate.

When a migrant student transfers to another district, the student's records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

Program Components

The migrant education program shall include all of the following components: (Education Code 54443.1)

2.1. A general needs assessment summarizing the needs of the population to be served.

3.2. A comprehensive program ~~which meets student~~to meet the educational, health, and related needs ~~and of participating students which~~ supplements the district-provided core curriculum. This program ~~shall provide~~and includes, but is not limited to:

- a. ~~Academic instruction~~
-
- b. ~~Remedial Instructional services, including academic, remedial~~ and compensatory instruction
-
- c. ~~a. Bilingual assistance and multicultural, bilingual-crosscultural, and career technical instruction~~
- d. ~~b. Counseling and career education services~~
- e. ~~c. Preschool services (after school-aged services have been provided) in accordance with Education Code 54443~~
- f. ~~d. Other educational services that are not otherwise available in sufficient quantity or quality to eligible migrant students~~
- g. ~~e. Instructional The acquisition of instructional materials and equipment necessary for to adequately provide the appropriate services~~
- h. ~~f. Other related services needed to enable to meet the special needs of eligible migrant students to enable them to participate effectively in instructional services~~
- g. The coordination and teaming of existing resources serving migrant students, such as bilingual-crosscultural education, health screening, and compensatory education
-
- 3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student
-
- 4. A brief individual learning plan listing the services to be provided to each student. ~~This plan, which~~ shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and ~~each time when~~ the student moves to a new district.
-

Parent Advisory Council

- 5. All Staffing and staff development plans and practices to meet the needs of students and implement the program
-
- 6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council to actively involve parents/guardians of students enrolled in their planning, operating, and evaluating the district's migrant education program

The migrant education program shall be invited to provide for the same opportunities for parent/guardian involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)

- 7. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Contingent upon funding, the district shall provide home-based and/or school-based family literacy services to migrant families to enhance literacy levels, parenting skills, and English language skills of

parents/guardians.

Summer School

The district shall conduct summer school program(s) for eligible migrant students. The summer school program shall respond to the individual needs of participating students and shall build on and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)

Teachers in the summer school program shall have cultural training or background and understanding of the special needs of migrant students and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)

The program shall comply with the following requirements for instructional time: (Education Code 54444.3)

1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days
2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days
3. For grades 7-12, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days

When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)

Applicability of Graduation Requirements

To obtain a high school diploma, migrant students shall complete all courses required by Education Code 51225.3 and shall generally fulfill any additional local graduation requirements prescribed by the Board.

However, when a migrant student who has completed the second year of high school transfers into the district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the transfer, the Superintendent or designee shall notify the student and the student's parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a migrant student. (Education Code 51225.1)

To determine whether a migrant student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the

length of school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any migrant student who is granted an exemption and the student's parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a migrant student to transfer schools in order to qualify for an exemption, and no request for a transfer solely to qualify for an exemption shall be made by a migrant student or parent/guardian. (Education Code 51225.1)

If a migrant student is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a migrant student if the student is still enrolled in school or transfers to another school or district. (Education Code 51225.1)

Upon making a finding that a migrant student is reasonably able to complete district graduation requirements within a fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and parent/guardian of the student's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution
2. Provide information to the student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the student or parent/guardian, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Parent Advisory Council

The parent advisory council shall be comprised of members who are knowledgeable of the needs of migrant students and shall be elected by the parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at a general meeting and to which all parents/guardians of participating students shall be invited. The parents/guardians shall be informed, in a language they understand, that they have the sole authority to decide on the advisory council's composition. of the council. (Education Code 54444.2)

At least two-thirds of the advisory council shall consist of ~~migrant parents/guardians elected by their peers.~~ (Education Code 54444.2) parents/guardians of migrant students. (Education Code 54444.2)

All parent/guardian candidates for the council shall be nominated by parents/guardians. Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

~~The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)~~

1. Establish program goals, objectives, and priorities
2. Review annual needs ~~and year-end assessment~~assessments, program activities for each school, and individual learning plans
3. Advise on the selection, development, and reassignment of migrant education program staff
4. Participate actively in planning and negotiating program applications and service agreements
5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

Notification and Complaints

Information regarding the educational rights of migrant students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of migrant students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

Policy Reference Disclaimer:

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

State

5 CCR 3080

5 CCR 4600-4670

Ed. Code 200

Ed. Code 220

Ed. Code 234.7

Description

Applicability of uniform complaint procedures to complaints regarding students with disabilities

Uniform complaint procedures

[Equal rights and opportunities in state educational institutions](#)

[Prohibition of discrimination](#)

[Student protections relating to immigration and citizenship status](#)

Ed. Code 51225.1

[Exemption from district graduation requirements](#)

Ed. Code 51225.3

[High school graduation requirements](#)

Ed. Code 54440-54445

[Migrant children](#)

Federal

Description

20 USC 6311

State plan

20 USC 6381-6381k

Even Start Family Literacy Program

20 USC 6391-6399

Education of migratory children

20 USC 7881

Participation of private school students

34 CFR 200.81-200.89

Migrant education program

Management Resources

Description

California Department of Education
Publication

2017 State Service Delivery Plan

U.S. Department of Education
Publication

Education of Migratory Children Under Title I, Part C of the
Elementary and Secondary Education Act of 1965, Non-
Regulatory Guidance, rev. March 2017

Website

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

Website

[California Department of Education, Migrant Education
Office](#)

Website

[U.S. Department of Education, Office of Migrant Education](#)

Website

[West Ed, Migrant Student Information Network](#)

Cross References

Code

Description

0410

[Nondiscrimination In District Programs And
ActivitiesNondiscrimination In District Programs And
Activities](#)

0415

[EquityEquity](#)

0500

[AccountabilityAccountability](#)

1220

[Citizen Advisory CommitteesCitizen Advisory Committees](#)

1220

[Citizen Advisory CommitteesCitizen Advisory Committees](#)

1312.3

[Uniform Complaint ProceduresUniform Complaint
Procedures](#)

[1312.3](#)

[Uniform Complaint Procedures](#)

[1312.3-E\(1\)](#)

[Uniform Complaint Procedures](#)

[1312.3-E\(2\)](#)

[Uniform Complaint Procedures](#)

1400

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

3553	Free And Reduced Price Meals Free And Reduced Price Meals
3553	Free And Reduced Price Meals Free And Reduced Price Meals
3553-E PDF(2)	Free And Reduced Price Meals
4121	Temporary/Substitute Personnel Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel Temporary/Substitute Personnel
4131	Staff Development Staff Development
4231	Staff Development Staff Development
4331	Staff Development Staff Development
5111.1	District Residency District Residency
5111.1	District Residency District Residency
5113.1	Chronic Absence And Truancy Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy Chronic Absence And Truancy
5113.11	Attendance Supervision Attendance Supervision
5125	Student Records Student Records
5125	Student Records Student Records
5125.2	Withholding Grades, Diploma Or Transcripts Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming Dress And Grooming
5132	Dress And Grooming Dress And Grooming
5141.26	Tuberculosis Testing Tuberculosis Testing
5141.31	Immunizations Immunizations
5141.31	Immunizations Immunizations
5141.32	Health Screening For School Entry Health Screening For School Entry
5141.6	School Health Services School Health Services
5141.6	School Health Services School Health Services
5145.13	Response To Immigration Enforcement Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement Response To Immigration Enforcement
5145.6	Parent/Guardian Notifications Parent/Guardian Notifications
5145.6-E PDF(1)	Parent/Guardian Notifications Parent/Guardian Notifications
5148	Child Care And Development Child Care And Development

5148	<u>Child Care And Development</u> <u>Child Care And Development</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
6000	<u>Concepts And Roles</u> <u>Concepts And Roles</u>
6011	<u>Academic Standards</u> <u>Academic Standards</u>
6020	<u>Parent Involvement</u> <u>Parent Involvement</u>
6020	<u>Parent Involvement</u> <u>Parent Involvement</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>
6162.51	<u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u>
6164.2	<u>Guidance/Counseling Services</u> <u>Guidance/Counseling Services</u>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
6171	<u>Title I Programs</u> <u>Title I Programs</u>
6171	<u>Title I Programs</u> <u>Title I Programs</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
6177	<u>Summer Learning Programs</u> <u>Summer Learning Programs</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6178</u>	<u>Career Technical Education</u>

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 29, 2024

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 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: Hear public comments and accept District's Initial Proposal for contract negotiations with HETA.

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 29, 2024

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

() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 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: Hear public comments and accept HETA's initial proposal for contract negotiations with HESD.

**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: 04/24/24

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/24

ITEM: Consider for approval 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:** Approve.

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
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1312.4-E(1)
1312.4-E(2)
3513.3
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3513.4
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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: 04/29/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/2024

ITEM:

Consider adoption of the following Board Policy/Administrative Regulation:
 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:

Adopt the following Board Policy/Administrative Regulation:
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 identify and 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: 04/29/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/2024

ITEM:

Consider adoption of the following Board Policy/Administrative Regulation:
 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:

Adopt the following Board Policy/Administrative Regulation:
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: 04/29/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/2024

ITEM:

Consider adoption of the following Board Policy/Administrative Regulation:
 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:

Adopt the following Board Policy/Administrative Regulation:
 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 the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 04/29/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/08/2024

ITEM:

Consider adoption of the following Board Policy/Administrative Regulation:

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:

Adopt the following Board Policy/Administrative Regulation:

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
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: April 29, 2024

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 2024**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

- Ashlyn Vidana, Teacher, Probationary, effective 8/8/24

Classified

- Juan Botello, Yard Supervisor – 2.75 hrs., Simas, effective 4/22/24

Classified Temps/Subs

- Kathleen Nino, Substitute Yard Supervisor, effective 4/23/24
- Santiago Rodriguez, Substitute READY Program Tutor, effective 4/26/24
- Kiefer Rose, Athletic Coach, effective 4/11/24

Short Term Classified

- Cristina Castorena, Short-Term READY Program Tutor – 4.5 hrs., Simas, effective 4/15/24-6/7/24
- Janeth Medina, Short-Term READY Program Tutor – 4.5 hrs., Monroe, effective 4/15/24-6/7/24
- Sheccid Solis, Short-Term READY Program Tutor – 4.5 hrs., Washington, effective 4/15/24-6/7/24
- Sevannah Treviño, Short-Term READY Program Tutor – 4.5 hrs., Jefferson, effective 04/15/24-06/07/24
- Maria Villaseñor, Short-Term READY Program Tutor – 4.5 hrs., King, effective 04/15/24-06/07/24

Temporary Out of Class Assignment

- Aurelano Arroyo, from Custodian II – 8.0 hrs., Washington, to Lead Custodian – 8.0 hrs., Washington, effective 03/01/24-05/08/24

Release of At-Will Employee – Conclusion of Seasonal Assignment

- Francisco Carrillo, Athletic Coach, effective 10/15/16
- Daniel Covarrubias, Athletic Coach, effective 01/12/17
- Patricia Diaz, Athletic Coach, effective 03/12/20
- Terry Duncil, Athletic Coach, effective 02/09/22
- Torrey Edwards, Athletic Coach, effective 10/05/18
- Marisa Gonzalez, Athletic Coach, effective 12/16/16
- Raul Guzman, Athletic Coach, effective 04/25/18
- Aaron Johnston, Athletic Coach, effective 09/25/18
- Ashley Karasti, Athletic Coach, effective 01/22/19
- Leonard Landeros, Athletic Coach, effective 05/07/18
- Ada Lopez, Athletic Coach, effective 12/06/23
- Isabela Medina, Athletic Coach, effective 05/24/17
- Paul Meza, Athletic Coach, effective 10/15/19
- Reunite Mims, Athletic Coach, effective 04/28/23
- Jorge Navarro, Athletic Coach, effective 02/03/18
- Noe Noyola, Athletic Coach, effective 12/18/18
- Savino Perico, Athletic Coach, effective 10/23/21
- Jared Rasbeary, Athletic Coach, effective 04/19/17
- Jason Roberson, Athletic Coach, effective 02/10/17
- Tara Rodriguez, Athletic Coach, effective 05/25/17
- Simon Nelson, Athletic Coach, effective 04/26/17
- Mario Villa Honorato, Athletic Coach, effective 12/14/18

b. Certificated Management Promotion

- Leslie Marain, from Program Specialist – Special Education, Special Services to Director of Special Education, Special Services, effective 7/1/24
- Guadalupe Rangel-Lemus, from Teacher, Jefferson, to Learning Director, Jefferson, effective 7/1/24

c. Resignations

Classified

- Brenn Vallin, READY Program Tutor – 4.5 hrs., Simas, effective 5/6/24

Certificated Retirement

- Claudia Davis, Teacher, Simas, effective 6/7/24
- Lana Sandoval, Teacher, Kennedy, effective 6/7/24

d. Job Description

- Director of Special Education (title change and revised)

e. Consider approval of a Teacher Internship Agreement with Grand Canyon University (GCU)

Authorize agreement to enter into a Teacher Internship Agreement between Hanford Elementary School District and GCU to be effective on 4/5/2024 through 4/5/2027 (3-year maximum).

f. Volunteers

Name	School
Hailey Taylor	Hamilton
Blanca Aldaco	Jefferson
Larry Lawson	Jefferson
Heriberto Ramirez	Jefferson
Yesenia Serna	Jefferson
Magdalena Ventura	King
Serena Hernandez	Lincoln
Maria Ochoa	Lincoln
Maria Andrade	Monroe
Natalie Gonzales	Monroe
Kristi Ochoa (HESD Employee)	Simas
Monica Sales	Simas
Ashley Brown (HESD Employee)	Wilson

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description:

~~PROGRAM SPECIALIST~~ DIRECTOR of Special Education

DEFINITION

Under the direction of Assistant Superintendent of Student Services, the ~~Program Specialist~~ Director of Special Education facilitates the coordination and delivery of special education services for individuals with exceptional needs.

DISTINGUISHING CHARACTERISTICS

To enable special education and 504 students to utilize educational opportunities by providing appropriate programs to meet their individual education needs.

BASIC FUNCTIONS

Plan, organize, and direct special education programs; provide monitoring and technical assistance and communicate between the District, other agencies and parents; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS

- Plan and provide direction to appropriate staff in the implementation of the District's Special Education Master Plan.
- Plan, organize, coordinate, direct and monitor procedures, methods, development and implementation of services to children with exceptional needs; direct certificated and classified staff for the District's special education programs; serve as liaison for the District for the assigned services to these children.
- Assist with establishing policies and procedures for administering services, for assessment, identification, certification, establishment of priority and placement of pupils in special education programs.
- Establish timelines and procedures for planning, implementation, and evaluation of Special Education and 504 Accommodations.
- Consult with administrators, teachers, other appropriate staff and parents concerning the needs and programs for individuals with exceptional needs; coordinate, and articulate the removal and transfer of special education pupils.
- Provide technical assistance to District and non-district administrators, special education teachers and parents regarding educational needs of pupils in special education programs.

- Coordinate site and central assessment team activities and chair the Individualized Education Program team matters as appropriate.
- Prepare documentary evidence and present the District's legal position at resolution, mediation and due process.
- Monitor district-wide 504 services and protection and reports updates to the Assistant Superintendent of Student Services.
- Ensure the maintenance of complete and cumulative legal individual records of all children receiving special education services.
- Assure maintenance of confidentiality and accuracy of current records related to program requirements including pupil assessment, placement, progress, attendance, hearings and mediations, nonpublic school contracts in order to meet federal, State and District mandates and audits.
- Maintain knowledge of federal and State mandates regarding special education and related laws and interpret these and other legal issues as appropriate for District staff, parents and community agencies; Investigate and respond to alleged complaints and violations related to special education program issues.
- Implement procedures, coordinate reviews and monitor reporting to assure compliance with State and federal laws and grants.
- Assist in selection of certificated and classified staff, assign, train, and evaluate performance of assigned certificated and classified staff.
- Maintain liaison with community agencies; coordinate central intake for potential special education referrals from outside agencies.
- Provide school site managers with information and/or training relative to Special Education and 504 Accommodations.
- Assist in orientation and in-service of staff; plan and coordinate staff and program development activities related to special education and related services.
- Assist in the selection or development of appropriate instructional materials for use in special education programs.
- Plan and coordinate all aspects of Extended School Year (ESY) for Special Education students.

- Disseminate information to parents pertaining to special education regulations, policies and procedures and consult with parents of pupils enrolled in program.
- Participate in the research and evaluation of special education technologies, programs, methods and strategies.
- Monitor and respond to all State required reports and requirements as they pertain to Special Education and the services provided to identified students.
- Provide School Psychologist support to the school sites.
- Evaluates the School Psychologists and the Program Manager of Special Services.

OTHER DUTIES

- Assist in the development, implementation and monitoring of program evaluation plans.
- Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Or ability to learn computer information systems, techniques and methodologies of instruction and school operation;

Budget preparation and monitoring;

Principals and practices of administration, supervision and training;

Applicable laws, codes, regulations, policies and procedures;

Services and resources available within community to coordinate integration of special services;

Maintains effective oral and written communication skills;

Maintains effective Interpersonal skills using tact, patience and courtesy.

Ability to:

Provide leadership and direction regarding special education and 504 programs;

Plan, organize and administer a special education program for the District;

Review existing and pending legislation related to procedural guidelines for the District's special education program and recommend origination, modification, or support of legislative measures;

Maintain current knowledge of provisions of applicable federal and State laws and District's rules and regulations;

Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and various office equipment;

Meet schedules and timelines;

Plan and organize work;

Prepare comprehensive narrative and statistical reports;

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to:

Education: Master's Degree

Experience: Four years of teaching and/or supervising experience in special education or as a school psychologist

Licenses and/or Certificates:

Administrative Services Credential authorizing service in grades TK-8

Valid California driver's license

EMPLOYMENT STANDARDS

Hold a current CPR and First Aid Certification or willingness to complete upon hire. Successfully complete a physical agility exam upon offer of employment and be able to continue to hold to same standard physical requirements throughout employment in this assignment.

WORKING CONDITIONS:

Environment:

Office environment and driving a vehicle to perform work.

Physical abilities:

Hearing and speaking to exchange information; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Adopted: 04/25/07

Revised: 04/26/23 (Title change and revision)

Revised: 05/08/24

Field Placement Affiliation Agreement Between GCU and Hanford Elementary School District

1. **PARTIES:** This Agreement (the “Agreement”) is entered into on this 4/05/2024 day by and between Grand Canyon University (“GCU”) and Hanford Elementary School District located at 714 N. White St. Hanford, CA 93230 hereafter referred to as the (the “District”).
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which candidates of GCU may participate in College of Education (“COE”) Practicum/Field Experience, Student Teaching, Educational Administration Internships, or College of Humanities and Social Sciences (“CHSS”) School Counseling (SC) Practicum/Internships at the schools located in the District.
3. **TERM:** The term of this Agreement begins 4/05/2024 and ends 4/05/2027.
4. **Roles & Definitions:**
 - **Candidate:** The Candidate is defined as the student who is actively enrolled in a COE or CHSS program of study who works to fulfill all Practicum/Field experience, Student Teaching, Educational Administration Internships, or SC Practicum/Internships.
 - **Mentor:** The Mentor is defined as the teacher/educator hosting the COE or CHSS candidate in practicum/field experiences or educational administration internships.
 - **Cooperating Teacher:** The COE Cooperating Teacher (the “CT”) is defined as the teacher in whose classroom the candidate is placed in to complete the student teaching experience. The CT must be certified, endorsed, and/or licensed as a teacher.
 - **School Counseling (“SC”) Site Supervisor:** The SC Site Supervisor is defined as the clinical site supervisor in whose supervision the Candidate is placed to complete the practicum/internship field experience expectations for school counselors in training (“SCITs”). The SC Site Supervisor must meet the requirements as outlined in the Graduate Field Experience Manual.
 - **GCU Faculty Supervisor:** The GCU Faculty Supervisor is defined as the GCU approved supervisor who has oversight responsibility for the evaluation of the candidate during Student Teaching or SC Practicum/Internships.
 - **Practicum/Field Experience:** Practicum/field experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum/field experiences require the candidate to observe and interact in diverse, real-life educational settings, and to apply the theories and concepts learned in program coursework.
 - **Student Teaching:** Student teaching is the capstone experience at the end of the initial teacher licensure program that provides candidates with the opportunity to demonstrate mastery of knowledge and skills in a classroom setting. During the 15/16-week experience, dependent on program of study.
 - **Educational Administration Internships:** Educational Administration Internships are field-based learning opportunities for candidates enrolled in an Educational Administration program leading to principal licensure under the direct supervision of a certified school administrator.
 - **School Counseling (“SC”) Practicum/Internships:** SC Practicum/Internships are field-based learning opportunities for candidates enrolled in school counseling programs leading to initial licensure under the direct supervision of a certified school counselor.
5. **RESPONSIBILITIES OF THE DISTRICT:**
 - 5a. The District shall provide participating candidates with field placement experiences in a school of the District under direct supervision of a host teacher (“Cooperating Teacher”), host mentor

(“Mentor”), or SC Site Supervisor that meets the minimum GCU qualification requirements as outlined in the applicable program manual (See Appendices).

5b. The District shall ensure that the Cooperating Teacher/Mentor/SC Site Supervisor provides oversight, feedback and mentoring to GCU’s participating candidates. Cooperating Teacher/Mentor/SC Site Supervisor expectations are outlined in the applicable program manual. (See Appendices.)

5c. The District shall provide the participating candidate prior to the start of the field placement with any District policies and procedures to which the candidate is expected to adhere to during the candidate’s field placement while on District premises.

5d. The District shall allow a GCU faculty supervisor (the “GCU Faculty Supervisor”) virtual and/or in-person access to the host school and classroom for the specific purpose of observing the participating candidate or consulting with the SC Site Supervisor.

5e. The District shall through the involvement of the Cooperating Teacher/Mentor/SC Site Supervisor, communicate with the GCU Faculty Supervisor and candidate to provide feedback on the candidate’s performance which will be used by the GCU Faculty Supervisor for completion of the candidate’s formal evaluation.

5f. The District shall have the right to refuse a candidate for field placement or may terminate the field placement of any candidate based upon its good faith determination that the candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Notices of such decisions shall be provided to GCU in writing and shall state reasons for such decisions.

5g. The District shall provide participating candidates with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.

5h. The District shall promptly and thoroughly investigate any complaint by any participating candidate or GCU regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify GCU of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

5i. The District shall support the candidate in compliance with all policies of GCU that pertain to this Agreement as outlined in the University Policy Handbook and applicable program manuals. Please refer to the program manuals regarding recording, virtual services, and informed consent requirements(see Appendices).

5j. The District shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

6. RESPONSIBILITIES OF GCU:

6a. GCU shall not provide compensation to Mentors or SC Site Supervisors hosting candidates for Practicum/Field Experiences, Educational Administration Internships, SC Practicum/Internships, or Student Teaching in the instance where the candidate is employed as a full-time teacher of record.

6b. GCU shall pay a \$500 stipend to Cooperating Teachers hosting student teaching candidates per each 15/16-week session of full-time service. Longer or shorter sessions will be paid on a pro-rated basis.

6c. GCU shall pay the stipend upon the completion of the student teaching semester provided all paperwork has been submitted.

6d. GCU shall provide a GCU Faculty Supervisor for candidates completing the student teaching, SC practicum/internships or educational administration internships to evaluate a candidate’s performance

through virtual and/or in-person observations. The GCU Faculty Supervisor will meet requirements and expectations as outlined in the applicable program's handbook.

6e. GCU shall require that all candidates who must enter a field placement site provide GCU with a current and clear copy of a background check. GCU will prohibit candidates from moving forward in the field placement process until this document is received.

6f. GCU shall promptly and thoroughly investigate any complaint by any participating candidate or the District regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

6g. GCU shall support the candidate in compliance with all policies of District that pertain to this Agreement as outlined in policy handbook and applicable program manuals.

6h. GCU shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

7. CANDIDATE COMPLIANCE WITH GCU AND DISTRICT POLICIES and PROGRAMMATIC HANDBOOKS:

Candidates accepted to the District for field placement shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of candidates to the District, GCU will advise candidates of any specific requirements that must be met to participate in the applicable field placement. These specific requirements are outlined in the applicable program manual. (See Appendices.) Failure to complete the requirements will result in non-placement of candidates.

- 8. PAID POSITIONS/EMPLOYMENT:** GCU does not solicit, source, or guarantee paid opportunities or employment for candidates. GCU may allow a candidate to maintain a paid position during Student Teaching or SC Practicum/Internship if deemed appropriate by the District and the role is in alignment to the candidate's university program of study, setting and coursework requirements and desired certification. The candidate must have an appropriately certified mentor/Cooperating Teacher/SC Site Supervisor available at the school site. Candidates requesting to hold a paid position must complete additional documentation that requires written approval from the District. Requests to student teach or SC practicum/internship in a paid position are reviewed by the applicable College on a case-by-case basis and are not guaranteed.

9. INSURANCE AND LIABILITY

9a. College of Education (Practicum/Field Experience, Student Teaching, Educational Administration Internships): GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

- Commercial General Liability (Minimum Requirements):
Limits of Liability:
 \$1,000,000 Each Occurrence
 \$2,000,000 General Aggregate
 \$2,000,000 Products/Completed Operations Aggregate
 \$1,000,000 Personal Injury/Advertising Injury
 \$5,000 Medical Payments
Coverage:
 Premises/Operation Liability
 Medical Payments Liability
 Contractual Liability
 Personal Injury Liability
 Independent Contractors
- Professional Liability, as related to Educational Services:
Limits of Liability:

- \$1,000,000 Each wrongful act
- \$1,000,000 Aggregate
- Automobile Liability:
 - Limits of Liability:
 - \$1,000,000 Combined Single Limit
- Sexual Abuse or Molestation Liability:
 - Limits of Liability:
 - \$1,000,000 Each
 - \$1,000,000 Aggregate

9b. College of Humanities and Social Sciences (CHSS) School Counseling: Each candidate will be required to provide proof of his/her own professional liability insurance in the amounts of \$1,000,000 per claim/\$3,000,000 aggregate to the GCU field experience office.

- Commercial General Liability (Minimum Requirements):
 - Limits of Liability:
 - \$1,000,000 Combined Single Limit
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products Aggregate
 - \$1,000,000 Personal Injury
 - \$5,000 Medical Payments
 - Coverage:
 - Premises/Operation Liability
 - Medical Payments Liability
 - Contractual Liability
 - Personal Injury Liability

10. FERPA: GCU and the District agree to protect the candidate's and/or student's educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g ("FERPA") and any applicable policy of GCU and the District. To the extent permitted by law, GCU and the District may share information from a candidate's and/or student's educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share educational records with any third party without the candidate's and/or student's prior written consent.

11. CONFIDENTIALITY: GCU shall inform each participating candidate of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating candidate of any applicable State law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher, Mentor, or SC Site Supervisor that they are bound to maintain in confidence, any documents or other confidential information about the participating candidate and GCU to which they might have access. Any breach of confidentiality by a participating candidate, Cooperating Teacher, Mentor, or SC Site Supervisor shall be grounds for immediate termination of the field placement.

12. INDEMNIFICATION AND HOLD HARMLESS: Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

13. USE OF MARKS AND LOGOS; RIGHT OF PUBLICITY: The District hereby grants GCU the right and license to publish and/or use District's logos or trademarks for all purposes connected with the promotion of the Agreement. Notwithstanding the foregoing license, District shall retain all right, title, and interest in and to

District's logos and trademarks. District shall allow GCU to publicize District, the Agreement and the related programs in all advertising, publicity, and promotion, including GCU websites, and social media. GCU's right to utilize District's logos and trademarks and right of publicity will survive the termination or expiration of this Agreement for a reasonable period of time until GCU is able to revise and update such materials, websites, and social media.

14. ASSIGNMENT: The provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this Agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.

15. NOTICES: Notices under this Agreement shall be in writing and mailed electronically, or delivered to the parties as follows:

Grand Canyon University

COE/CHSS Affiliations

COEAffiliations@gcu.edu

Subject: Hanford Elementary School District Affiliation Agreement Notification

School/District Information

Hanford Elementary School District

714 N. White St.

Hanford, CA 93230

16. MODIFICATION OF AGREEMENT: This Agreement may be modified only by written amendment executed by both parties.

17. TERMINATION: Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.

18. PARTNERSHIP/JOINT VENTURE/EMPLOYEMENT: Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. Candidates are not employees, independent contractors, or agents of GCU. The relationship between candidates and the District shall be determined by the District according to its policies and agreements with the candidates.

19. INDEPENDENT CONTRACTOR: The relationship between Cooperating Teachers (hosting College of Education student teachers) and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of their own state and federal income tax and self-employment tax as applicable.

20. NONDISCRIMINATION: The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or candidates because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

21. GOVERNING LAW: This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Arizona, without giving effect to its conflict of laws rules. Any dispute, controversy, or claim arising out of or in connection with this Agreement shall be settled by confidential arbitration under the Rules for Commercial Arbitration of the American Arbitration Association, by one arbitrator reasonably familiar with the business pertaining to the services covered by the Agreement, appointed in accordance with such Rules. The arbitrator shall apply the laws of the State of Arizona to the merits of any dispute or claim. Judgment on the award entered by the arbitrator may be entered in any court having jurisdiction thereof.

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: 

Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: 4/5/2024

By: 

Signature

Name: Dr. Anna Edgeston

Title: Assistant Dean of College of
Humanities and Social Sciences

Date: 4/5/2024

Hanford Elementary School District

By: _____

Signature

Name: _____

Title: _____

Date: _____

Appendices

GCU University Policy Handbook (UPH)

[University Policy Handbook](#)

College of Education (COE) Appendix

[clinical-field-experience-handbook-all-programs.pdf \(gcu.edu\)](#)

[student-teaching-manual-all-programs.pdf \(gcu.edu\)](#)

[master-education-admin-internship-manual \(1\).pdf \(gcu.edu\)](#)

College of Humanities and Social Sciences (CHSS) Appendix

[College-of-Humanities-and-Social-Sciences-Graduate-Field-Experience-Manual_9.1.2023.pdf \(gcu.edu\)](#)