

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 12, 2025

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 #24-38 Revoke Readmission

- **Personnel** (*Pursuant to Government Code 54956.9, Trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code Provisions*)
 - Public Employee Performance Evaluation (GC 54957) – Superintendent

OPEN SESSION

5:45 p.m.

Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to ensure 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) 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 February 19, 2025; February 21, 2025; February 26, 2025 and February 28, 2025.
- b) Approve minutes of the Regular Board Meeting held on February 26, 2025.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of Dictionaries from Sunset Rotary to Lee Richmond 3rd Grade.
- e) Approve donation of Dictionaries from Sunset Rotary to Washington 3rd Grade.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent's Office at least 48 hours prior to the meeting.*

3. INFORMATION ITEMS

- a) Receive for information the HESD Parent Survey (Heugly)
- b) Receive for information the revised Board Policy and Administrative Regulation 5148.2 – Before/After School Program (Strickland)
- c) Receive for information the revised Board Policy and Administrative Regulation 6158 – Independent Study (Rubalcava)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #23-25: Regarding Absent Board Member Compensation – L. Hernandez (Gabler)
- b) Consider approval of E-Rate Form 471 Application for Year 2025 – UPS Protection Equipment, MDF Cabinet and Cabling Upgrades and Outdoor WiFi Expansion (Goldsmith)
- c) Consider approval of E-Rate Form 471 Application for Year 2025 – Internet Access (Goldsmith)
- d) Consider declaring items surplus (Endo)

5. PERSONNEL (Martinez)

a) Employment

Classified

- Gladys Alcado Parada, READY Program Tutor – 4.5 hrs., King, effective 2/27/25
- Marina Alexander, READY Program Tutor – 4.5 hrs., Washington, effective 2/18/25
- Damien Andrade, READY Program Tutor – 4.5 hrs., Washington, effective 2/19/25
- Bertha Martin, Bilingual Clerk Typist II – 5.0 hrs., Monroe, effective 2/20/25

Classified Temps/Subs

- Jose Andrade Jr., Substitute Custodian I, effective 2/26/25
- Isaac Carrasco, Substitute Custodian I, effective 2/18/25
- Kevin Grigsby, Substitute Custodian I, effective 2/28/25
- Ava Holmes, Substitute Yard Supervisor, effective 2/24/25
- Robert Lusk, Athletic Coach, effective 3/3/25
- Khaila Chariel San Juan, Substitute Yard Supervisor, effective 2/19/25

Admin Transfer

- Rebecca Quiñones, from Special Circumstance Aide – 5.75 hrs., Simas, to Special Circumstance Aide – 5.75 hrs., Washington, effective 2/26/25

Promotion

- Kendra Banuelos, from READY Program Tutor – 4.5 hrs., Simas, to Paraprofessional (TK/K) – 7.0 hrs., Simas, effective 2/18/25

Short Term Classified

- Dakota Corona, Short-Term Yard Supervisor – 1.5 hrs., Washington, effective 2/24/25-3/28/25

b) Leave of Absence

- Julee Pires, Teacher on LOA, effective 2025-26 school year, child rearing

c) Resignations

Classified

- Lea Cano, READY Program Tutor – 4.5 hrs., King, effective 2/13/25
- Priscilla Cardenas, READY Program Tutor – 4.5 hrs., King, effective 3/7/25
- Kassandra Jimenez, READY Program Tutor – 4.5 hrs., Simas, effective 2/28/25
- Angelina Ricciuti, Special Education Aide – 5.0 hrs., Roosevelt, effective 2/28/25

Certificated

- Megan Betancourt, Teacher, King, effective 6/6/25
- Kristopher Carrillo, Teacher, King, effective 6/6/25
- Brittni Gingras, Teacher, Lincoln, effective 6/6/25
- Michelle Gonzales, Teacher, Monroe, effective 6/6/25
- Edith Rodriguez, Teacher, Kennedy, effective 6/6/25
- April Tamayo-Alatorre, Teacher, Roosevelt, effective 6/6/25

d) Volunteers

<u>Name</u>	<u>School</u>
Sarah Langston	Hamilton
Sally Ortiz	Hamilton
Aaron Doyel	Jefferson
Ciara Hernandez	King
Briana John	King
Daniela Medina	Richmond
Mark Corfman (HESD EE)	Roosevelt
Nicolas Munoz	Roosevelt
Salwa Alkobadi	Simas
Candilaria Angel	Simas
Morghan Chavez	Simas
Kaitlyn Knott	Washington
Joseph Silveira	Washington

6. FINANCIAL (Endo)

- a) Consider approval of investment banking agreement with RBC Capital Markets, LLC

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: March 3, 2025

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 24-38 Revoke Readmission

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/03/2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 03/12/2025

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 02/19/25, 02/21/25, 02/26/25 and 02/28/25.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 02/19/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12769306	8365	ALCATRAZ CITY CRUISES – Jefferson Study Trips	\$2,829.75
12769307	344	CMEA TREASURER CENTRAL SECTION – JFK Entry Fee	\$225.00
12769308	8514	DJ RICKY YANEZ – Other Services	\$429.00
12769309	632	CITY OF HANFORD – Utilities	\$28,201.90
12769310	5052	IMAGINE U CHILDRENS MUSEUM – Hamilton Field Trip	\$700.00
12769311	7706	KAWEAH LIFT INC – Equipment	\$41,747.06
Total Amount of All Warrants:			\$74,132.71

Warrant Register For Warrants Dated 02/21/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12769415	2	A-Z BUS SALES INC – Materials/Supplies	\$6,579.11
12769416	8558	ACADEMY FOR EDUCATIONAL EXCELLENCE – Other Services	\$475.00
12769417	6253	AT&T – Telephone Communications	\$3,417.11
12769418	149	BLICK ART MATERIALS – Materials/Supplies	\$142.02
12769419	7366	BRECK'S ELECTRIC MOTORS INC. – Materials/Supplies	\$197.92
12769420	8486	SARAH BROWN WESSLING – Other Services	\$5,800.00
12769421	8538	CBS HOT SHOT CLEANERS INC. – Services/Repair	\$1,800.00
12769422	355	CDT INC. – Other Services	\$66.00
12769423	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$3,012.97
12769424	6964	CENTRAL VALLEY PRINT SOLUTIONS INC. – Materials/Supplies	\$276.74
12769425	304	NICK CHAMPI ENTERPRISES INC. – Services/Repair	\$20,550.00
12769426	8479	CHARTER UP LLC – Other Services	\$15,541.73
12769427	7123	CHILD1ST PUBLICATIONS LLC – Materials/Supplies	\$140.00
12769428	1393	GAS COMPANY – Utilities	\$4,073.30
12769429	599	GOPHER SPORT – Materials/Supplies	\$1,580.10
12769430	8093	HB3 LITERACY LLC – Other Services	\$28,000.00
12769431	4846	KINGS AREA RURAL TRANSIT – Other Services	\$20.00
12769432	806	KINGS COUNTY TROPHY - Materials/Supplies	\$1,305.23
12769433	808	KINGS WASTE & RECYCLING – Utilities	\$111.32
12769434	986	LAWNMOWER MAN – Materials/Supplies, Services/Repair	\$398.87
12769435	838	LAWRENCE TRACTOR COMPANY – Materials/Supplies	\$5,742.77
12769436	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$2,195.05
12769437	7445	PRO-PT – Other Services	\$55.00
12769438	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$750.00
12769439	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$3,600.00
12769440	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$109.97
12769441	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$758.52
12769442	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$86.19
12769443	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$50,026.09
12769444	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$35,099.73
12769445	8528	SWEET PALETTE BAKERY – Materials/Supplies	\$260.00
12769446	4114	TULARE COUNTY OFFICE OF EDUCATION – Other Services	\$5,900.00
12769447	4360	ZOO-PHONICS INC – Materials/Supplies	\$386.75

Total Amount of All Warrants:

\$198,457.49

**Credit Card Register For Payments
Dated 02/21/2025**

Document Number	Vendor Number	Vendor Name	Amount
14040999	3599	4IMPRINT INC – Materials/Supplies	\$2,609.24
14041000	2409	ALERT-O-LITE INC. – Materials/Supplies	\$404.96
14041001	176	BSN SPORTS – Materials/Supplies	\$7,917.35
14041002	5490	CABE – Other Services	\$4,500.00
14041003	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$208.88
14041004	5397	SCHOLASTIC EDUCATION – Books	\$8,090.99
14041005	1313	SCHOLASTIC TEACHERS STORE – Materials/Supplies	\$1,714.96
14041006	1466	TERMINIX COMMERCIAL – Services	\$534.00
14041007	5929	TOUCHMATH LLC – Materials/Supplies	\$8,264.26
Total Amount of All Credit Card Payments:			\$34,244.64

**Warrant Register For Warrants
Dated 02/26/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12769757	3258	BANK OF AMERICA – Other Services, Travel/Conference, Materials/Supp	\$12,978.41
12769758	6859	CENTRAL COAST AQUARIUM – Hamilton Study Trip	\$1,085.00
12769759	6552	CHILDREN'S STORYBOOK GARDEN – Study Trips	\$1,800.00
12769760	7345	GOLD DISCOVERY PARK ASSOCIATION – Richmond Study Trip	\$1,260.00
12769761	7881	INNOVED – MLK Study Trip	\$5,512.50
12769762	5756	SAN JOAQUIN VALLEY PALEONTOLOGY – Jefferson Field Trip	\$540.00
12769763	7979	SENSORY ROCK LLC – Study Trips	\$2,000.00
Total Amount of All Warrants:			\$25,175.91

Warrant Register For Warrants Dated 02/28/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12770092	3970	MICHELLE ADAMS – Reimburse-Materials/Supplies	\$160.18
12770093	7321	ALICIA ALEIXO – Reimburse-Materials/Supplies	\$194.00
12770094	8311	CYDNE ANDERSON – Reimburse-Materials/Supplies	\$107.95
12770095	7302	ALEXIS ANDRADA – Reimburse-Materials/Supplies	\$200.00
12770096	7230	ARDENT GENERAL INC – Woodrow Admin Project	\$270,057.36
12770097	6253	AT&T – Telephone Communications	\$123.98
12770098	3067	KAREN BELT – Reimburse-Materials/Supplies	\$200.00
12770099	5796	BOWLERO VISALIA – Lincoln Field Trip	\$731.89
12770100	6658	BRICKS4KIDZ – Other Services	\$1,170.00
12770101	5560	CALIFORNIA ACADEMY OF SCIENCES – Richmond Study Trip	\$957.00
12770102	8557	KRISTOPHER CARRILLO – Reimburse-Mileage	\$29.19
12770103	7212	JESSICA CASAS – Reimburse-Materials/Supplies	\$200.00
12770104	6859	CENTRAL COAST AQUARIUM – Simas Study Trip	\$1,521.00
12770105	8479	CHARTER UP LLC – Other Services	\$6,373.37
12770106	6552	CHILDREN'S STORYBOOK GARDEN – Study Trips	\$1,440.00
12770107	7891	CINTAS CORPORATION NO. 2 – Materials/Supplies	\$25.91
12770108	6236	ALEXANDRIA CODAY – Reimburse-Materials/Supplies	\$34.61
12770109	5905	KATELYN CRUSE – Reimburse-Mileage	\$10.50
12770110	7854	JOSE LUIS CRUZ – Reimburse-Materials/Supplies	\$21.44
12770111	2609	LISA CUNHA – Reimburse-Materials/Supplies	\$196.03
12770112	3973	DANIELLE DARPLI – Reimburse-Materials/Supplies	\$200.00
12770113	8559	JOLEE DAVIS – Payroll Refund	\$24.50
12770114	5354	DIANNE DIAS – Reimburse-Materials/Supplies	\$200.00
12770115	4512	DIV. OF STATE ARCHITECT – Monroe Modernization Project	\$44,555.45
12770116	5710	E & M'S REPTILE FAMILY LLC – Other Services	\$520.00
12770117	6723	JENNIFER ELLIOTT – Reimburse-Materials/Supplies	\$200.00
12770118	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$1,759.07
12770119	7833	EMPOWERING EDUCATION – Other Services	\$1,490.00
12770120	8448	EPIC! CREATIONS INC. – Other Services	\$3,000.00
12770121	8489	JEFFREY RHODEN FABRY – Other Services	\$800.00
12770122	6851	JENNIFER FOSSETT – Reimburse-Materials/Supplies	\$152.40
12770123	6090	MALISSA FROLEY – Reimburse-Materials/Supplies	\$200.00
12770124	2461	GAMETIME – Materials/Supplies	\$303.34
12770125	4910	ANDREA GARCIA – Reimburse-Materials/Supplies	\$200.00
12770126	8523	MADISON GARCIA – Reimburse-Materials/Supplies	\$81.50
12770127	6481	TAMRA GARCIA – Reimburse-Materials/Supplies	\$199.60
12770128	4225	KAYE GARRISON – Reimburse-Materials/Supplies	\$200.00
12770129	1393	GAS COMPANY – Utilities	\$923.57
12770130	7674	GENERATION GENIUS INC. – Other Services	\$450.00
12770131	591	GOLD STAR FOODS – Food Services-Food	\$29,899.09
12770132	7858	ERIC GONZALEZ – Reimburse-Mileage	\$27.51
12770133	1458	JULIAN GONZALEZ – Reimburse-Materials/Supplies	\$200.00
12770134	4059	BRENT HANKE – Reimburse-Materials/Supplies	\$200.00
12770135	5595	HARRY K. WONG PUBLICATIONS INC – Books	\$39.88
12770136	2121	GUADALUPE HERNANDEZ – Reimburse-Materials/Supplies	\$200.00
12770137	6397	KATIE HEUGLY – Reimburse-Materials/Supplies	\$61.00
12770138	2188	THE HOME DEPOT PRO – Materials/Supplies	\$1,611.52
12770139	5882	LINDSAY HOWELL – Reimburse-Materials/Supplies	\$103.90

Warrant Register For Warrants Dated 02/28/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12770140	8485	ICOOK AFTER SCHOOL – Other Services	\$3,726.00
12770141	5052	IMAGINE U CHILDRENS MUSEUM – Roosevelt Study Trip	\$300.00
12770142	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$4,010.67
12770143	7881	INNOVED – Monroe Study Trip	\$5,145.00
12770144	8237	THE KARATE SCHOOL – Other Services	\$2,835.00
12770145	5990	KELLER FORD – Materials/Supplies	\$91.14
12770146	6787	JARROD KING – Advance-Travel/Conference, Mileage	\$587.70
12770147	6787	JARROD KING – Reimburse-Mileage	\$20.09
12770148	6309	KINGS COUNTY ELECTIONS – Other Services	\$26,289.80
12770149	796	KINGS COUNTY OFFICE OF ED – Other Services	\$121,790.68
12770150	3782	KINGS COUNTY SPORTS OFFICIALS – Other Services	\$4,940.00
12770151	806	KINGS COUNTY TROPHY – Materials/Supplies	\$4,794.08
12770152	8561	YAVILEX LEDEZMA – Reimburse-Other Services	\$25.00
12770153	7051	EILEEN MARTINEZ-BEDOLLA – Reimburse-Materials/Supplies	\$200.00
12770154	4704	KELLEY MAYFIELD – Reimburse-Materials/Supplies, Mileage	\$215.96
12770155	7041	MUSIC & ARTS – Materials/Supplies	\$98.92
12770156	8422	MUSIC THEATRE INTERNATIONAL – Materials/Supplies, Other Services	\$748.21
12770157	8145	MAYRA NARANJO – Reimburse-Materials/Supplies	\$200.00
12770158	2909	MARCELA NICOLE NASH – Reimburse-Materials/Supplies	\$199.69
12770159	4256	MELISSA NELSON – Reimburse-Materials/Supplies	\$189.60
12770160	6737	JULIE O'DANIEL – Reimburse-Materials/Supplies	\$200.00
12770161	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies, Warehouse Inv	\$1,124.44
12770162	7203	PARADIGM HEALTHCARE SERVICES LLC. – Other Services	\$1,220.99
12770163	4118	KERRY PIEROTTE – Reimburse-Materials/Supplies	\$146.54
12770164	3689	PIONEER VALLEY ED. PRESS – Materials/Supplies	\$8,930.49
12770165	6946	MARIA PORRAS – Reimburse-Materials/Supplies	\$200.00
12770166	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$12,328.97
12770167	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$244.30
12770168	7869	ALICIA RAMIREZ – Reimburse-Materials/Supplies	\$200.00
12770169	7346	RMA GEOSCIENCE INC. – Monroe TK/K Project	\$9,147.49
12770170	6450	MARIAH ROMERO – Reimburse-Materials/Supplies	\$171.00
12770171	2646	JILL RUBALCAVA – Reimburse-Travel/Conference	\$88.92
12770172	7885	CASSANDRA SANDOVAL – Reimburse-Materials/Supplies	\$150.76
12770173	6574	MARIBEL SANTIAGO – Reimburse-Materials/Supplies, Mileage	\$47.89
12770174	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$36.01
12770175	8148	CAITLYN SCHULTZE – Reimburse-Mileage	\$25.69
12770176	7979	SENSORY ROCK LLC – Study Trips	\$1,600.00
12770177	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$395.15
12770178	8563	RYAN SOLORZANO – Reimburse-Other Services	\$39.00
12770179	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$938.94
12770180	773	SPORTS OFFICIATING SERVICE – Other Services	\$13,405.00
12770181	1404	STANISLAUS FOUNDATION – ADMIN – Health/Welfare Benefits	\$3,021.98
12770182	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$11,192.80
12770183	5502	CORY STEWART – Reimburse-Materials/Supplies	\$200.00
12770184	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$30,138.44
12770185	8509	MELANIE TATCO – Other Services	\$500.00
12770186	8564	SHERRIE THOMPSON-PEDRO – Reimburse-Materials/Supplies	\$129.76
12770187	6770	RACHELLE VASQUEZ – Advance-Travel/Conference	\$258.00

**Warrant Register For Warrants
Dated 02/28/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12770188	1558	VERIZON WIRELESS – Telephone Communications	\$1,442.46
12770189	7247	FREDERICK WILLIAMS – Reimburse-Mileage	\$65.38
12770190	8159	JANET WIX – Advance-Travel/Conference	\$258.00
12770191	8560	JOSLIN WOODS – Reimburse-Other Services	\$25.00
12770192	4152	LAURIE YOUNG – Reimburse-Materials/Supplies	\$162.26
Total Amount of All Warrants:			\$645,999.94

Credit Card Register For Payments Dated 02/28/2025

Document Number	Vendor Number	Vendor Name	Amount
14041039	176	BSN SPORTS – Materials/Supplies	\$256.11
14041040	5280	J&E RESTAURANT SUPPLY INC – Equipment	\$98,829.16
14041041	5840	KELLY SPICERS STORES – Materials/Supplies	\$445.29
14041042	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$8,227.63
14041043	1002	MORGAN & SLATES INC. – Materials/Supplies	\$109.25
14041044	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$1,736.81
14041045	1121	PERMA-BOUND – Books	\$841.63
14041046	3849	SCHOLASTIC BOOK CLUBS – Books	\$1,426.84
14041047	2233	TERMINIX PROCESSING CENTER – Services	\$3,654.05
Total Amount of All Credit Card Payments:			\$115,526.77

Hanford Elementary School District
Minutes of the Regular Board Meeting
February 26, 2025

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 26, 2025, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

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

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments None

Board and Staff Comments Trustee Strickland commended Simas Elementary and their library for a great Book Fair.

Vice-President Garner expressed appreciation to Martin Luther King Jr Elementary for their awesome support of Kings County Action Organization.

Dates to Remember President Garcia reviewed dates to remember: End of Second Trimester – March 7th; Regular Board Meeting – March 12th.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated February 5, 2025; February 7, 2025; February 12, 2025; and February 14, 2025.
- b) Minutes of the Regular Board Meeting held on February 12, 2025.
- c) Interdistrict transfers as recommended.
- d) Donation of \$1,000.00 from the Wonderful Company

Vice-President thanked Wonderful Company for donation.

INFORMATION ITEMS

Financial Reports

- a) David Endo, Chief Business Official, presented for information the financial reports for the period of 07/01/2024 – 01/31/2025. He stated everything is going according to plan.

LCAP Mid-Year Update

- a) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information a report on the Local Control Accountability Plan (LCAP) Mid-Year Update and Local Control Funding Formula (LCFF) Budget Overview of Parents. He presented a PowerPoint reviewing each LCAP goal, its mid-year outcome, the actions to achieve each goal and the associated expenditures:
 - LCAP Goal 1 – Students will receive a broad educational program that includes English language arts, mathematics, science, history, visual and performing arts, and physical education.
 - LCAP Goal 2 – All students will make progress toward proficiency on the state adopted standards and English learners will make progress learning the English language.
 - LCAP Goal 3 – The district will support teachers and staff with professional development, training, and collaboration time.
 - LCAP Goal 4 – Students will learn in a safe, well-maintained school where they are supported, engaged, and connected to their school.
 - LCAP Goal 5 – Communication between schools and home will be regular and meaningful.
 - LCAP Goal 6 – Students at Community Day School will learn in a safe, well-maintained school where they are supported, engaged, and connected to their school.

Vice-President Garner asked whether there is flexibility with expenditures. Robert responded that there is a 10% flexibility, and any changes exceeding that amount would require explanation.

PAC

- b) Robert Heugly, Director of Program Development, Assessment, and Accountability, presented for information a report from the District Parent Advisory Committee (PAC) meeting held on February 4, 2025. He reviewed the Superintendent's responses to the PAC's recommendations:
 - The Superintendent supports exploring various avenues for parent communication from the district and school sites to keep parents informed about programs and events.
 - The Superintendent supports seeking additional assistance and exploring ways to provide greater support to students.

- The Superintendent supports sharing information about the newly formed Boys & Girls Club with parents.

DELAC

- c) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information a report from the District English Learner Advisory Committee (DELAC) for the meeting held on February 6, 2025. He reviewed the Superintendent's responses to the DELAC's recommendations:
- The Superintendent supports exploring various avenues to encourage increased parent participation.
 - The Superintendent supports exploring additional ways to inform parents about the ELPAC and CAASPP assessments, including the use of online-generated practice assessments.

BOARD POLICIES AND ADMINISTRATION

Portable Classroom Lease

- a) Trustee Strickland made a motion to approve the leasing of two portable classrooms for Simas Elementary. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

Simas Elementary – Relocatable Classroom

- b) Trustee Hernandez made a motion to approve architectural and engineering services with Gonzalez Architects for the portable classrooms at Simas Elementary. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

Change Order 4, 5, 6, 8 & 9

- c) Trustee Strickland made a motion to ratify Change Order 4, 5, 6, 8, 9 for Woodrow Wilson new administration building. Trustee Garner seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

Transportation Plan

- d) Trustee Revious made a motion to approve the Transportation Plan. Trustee Hernandez seconded; motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

- Surplus Items** e) Trustee Garner made a motion to declare items surplus. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- Comprehensive Safety Plan** f) Trustee Revious made a motion to approve the Comprehensive Safety Plan for all school sites. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- BP/AR 0460** g) Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation – 0460 Local Control Accountability Plan. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

- BP/AR 6020** h) Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation – 6020 Parent Involvement. Trustee Garner seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

PERSONNEL

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

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

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

- Garcia – Yes
- Garner – Yes
- Hernandez – Yes

Revious – Yes
Strickland – Yes

The following items were approved:

**Item "a" –
Employment**

Classified

- Angelique Amador, Yard Supervisor – 3.5 hrs., Richmond, effective 2/3/25
- Maria Martin, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/4/25
- Martin Mulverhille, Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., DSF-Warehouse, effective 2/10/25
- Erika Lynn West, Food Service Worker I – 3.0 hrs., Monroe, effective 2/3/25

Classified Temps/Subs

- Wylee Barajas, Substitute Yard Supervisor, effective 2/13/25
- Alissandra Cortez, Substitute READY Program Tutor, effective 2/11/25
- Jessica Sweeden, Substitute READY Program Tutor, effective 2/3/25

Short Term Classified

- Hannah Barajas, Short-Term Licensed Vocational Nurse – 6.5 hrs., Washington, effective 1/25/25-4/24/25

Extra Help Classified Management

- Gerry Mulligan, Extra Help Director, Facilities & Operations – 8.0 hrs., DO, effective (as needed) 2/13/25-11/1/2025

**Item "b" –
Retirements**

Classified

- Maria Rodriguez, Bilingual Clerk Typist II – 8.0 hrs., Washington, effective 6/13/25

Certificated

- Nina Schaffer, Teacher, Hamilton, effective 6/6/25

**Item "c" –
Volunteers**

<u>Name</u>	<u>School</u>
Providence Escalera	Hamilton
Kenneth Stout	Hamilton
Carmen Alvarez Vargas (HESD EE)	Jefferson
Martiza Meza	King
Celia Zamora	King
Janessa Salinas	Monroe
Kailee Cancio	Richmond
Sictlali Huaracha	Richmond
Tia Jones (HESD EE)	Richmond
Claudia Mosqueda	Richmond
Edith Rubio Del Rios (HESD EE)	Richmond
Nicole Zeno	Richmond
Conner Costello	Simas
Mishaelynn Stephens (HESD EE)	Simas
Jasmine Vidal (HESD EE)	Simas
Jaiden Willhite	Wilson

Adjournment

There being no further business, President Garcia adjourned the meeting at 5:59 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert 'Bobby' Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-267	A	King	Pioneer	3/03/2025
I-268	A	King	Pioneer	3/03/2025

No	A/D	Sch Req'd	Home Sch	Date
O-198	A	Kit Carson	King	3/03/2025

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler, Superintendent

FROM: Lindsey Calvillo, Principal

DATE: February 20, 2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: Consider approval of donation to Lee Richmond from Sunset Rotary.

PURPOSE: Instructional supply - dictionaries

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 2/21/25

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: Consider approval of donations to Washington School from: Sunset Rotary, 68 dictionaries. Value of \$4.99 each= \$339.32.

PURPOSE: To be given to 3rd Grade Students

FISCAL IMPACT: None

RECOMMENDATIONS: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly

DATE: March 3, 2025

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

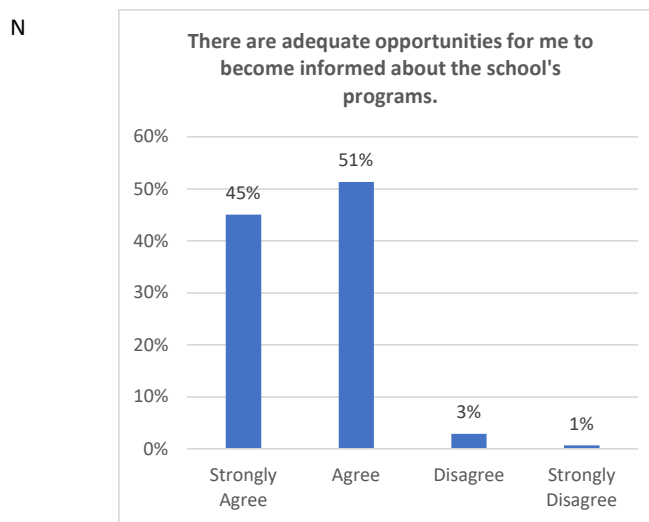
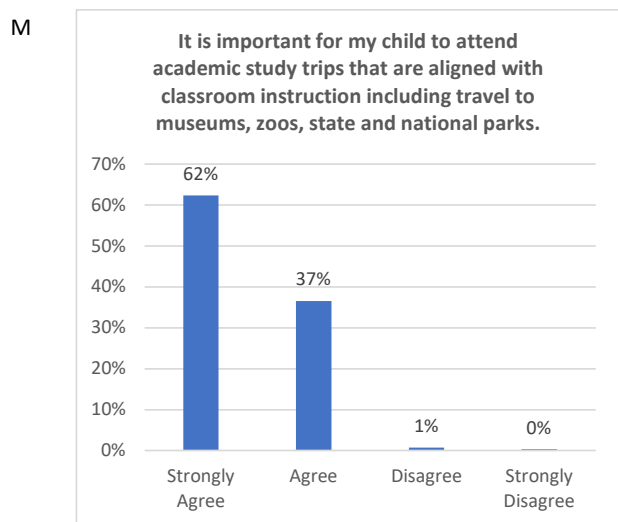
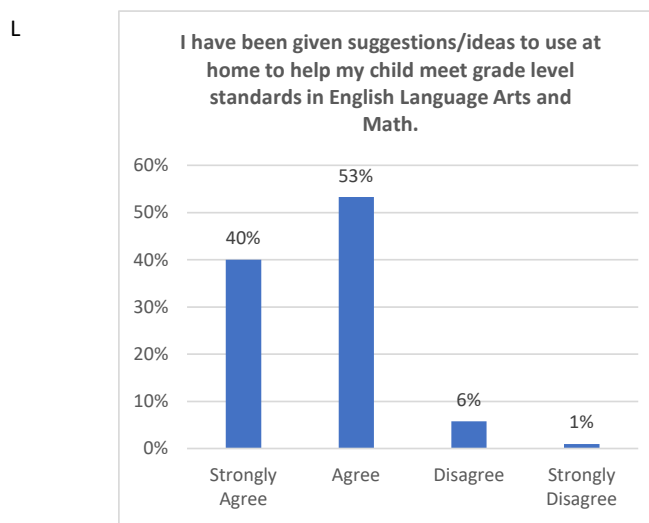
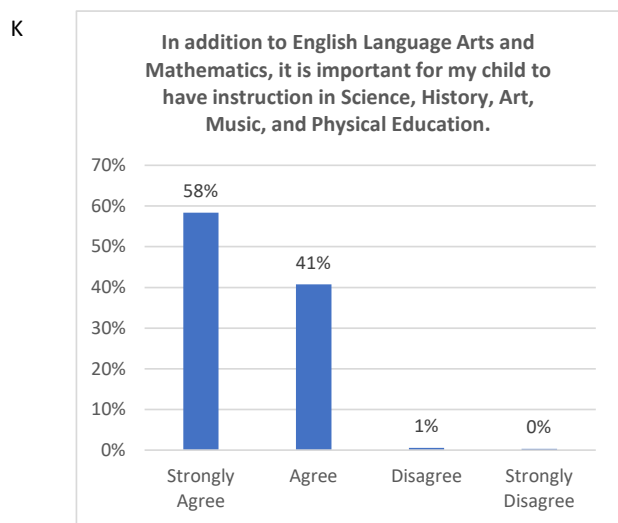
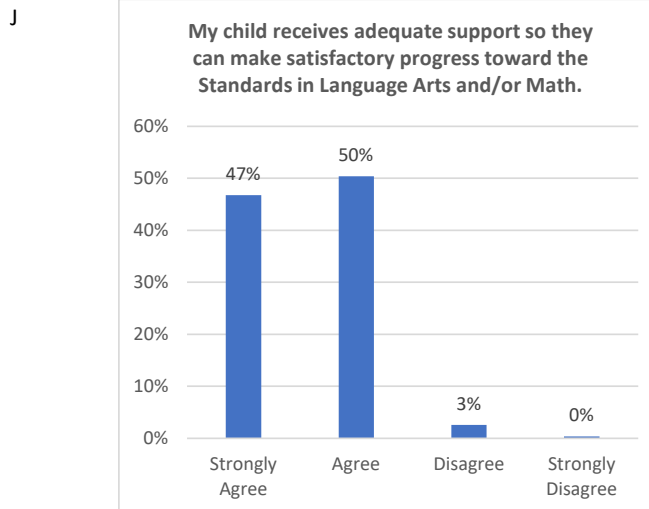
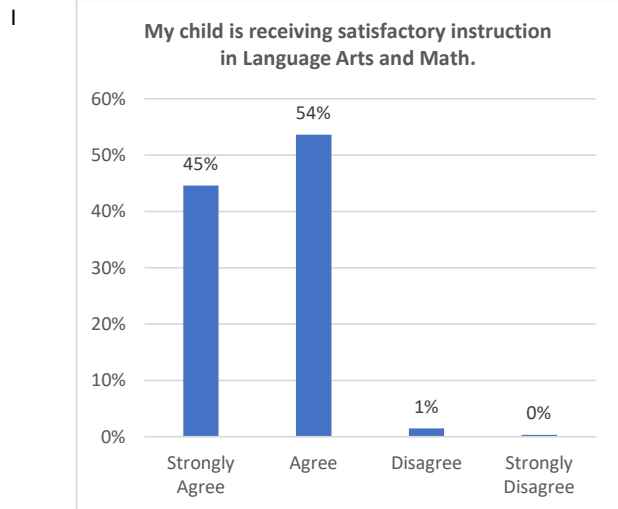
Date you wish to have your item considered: March 12, 2025

ITEM: Receive for information the HESD Parent Survey

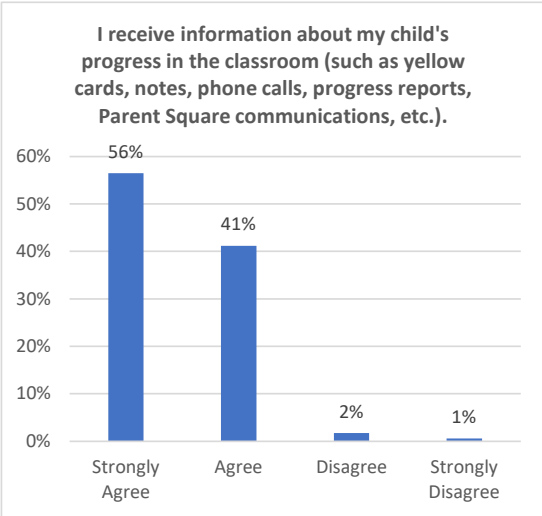
PURPOSE: The HESD Parent Survey provides information that informs the development of the district's comprehensive plans. These plans include the Local Control Accountability Plan (LCAP), the LCAP Federal Addendum, and School Plans for Student Achievement. The HESD Parent Survey is one of a number of methods the district employs to provide our educational partners with opportunities to provide input into the district's programs and services for students. The HESD Parent Survey also provides information for the Local Indicators on the California School Dashboard.

FISCAL IMPACT: None

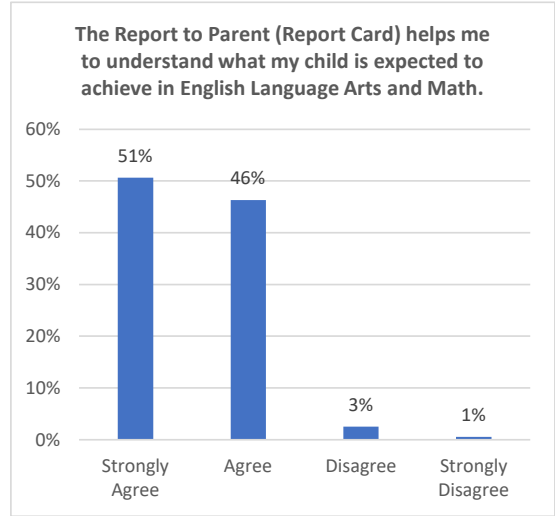
RECOMMENDATIONS: Receive for Information the HESD Parent Survey



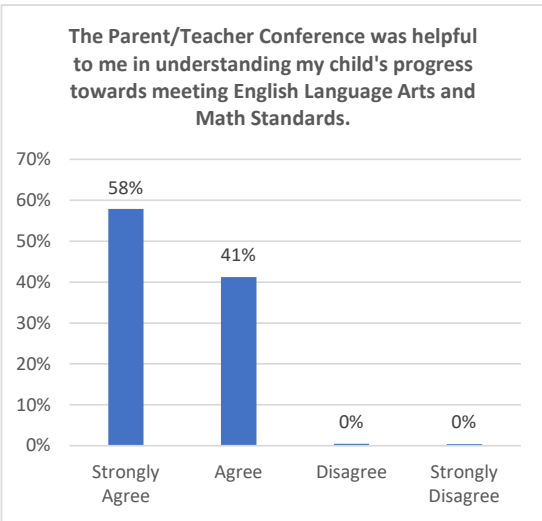
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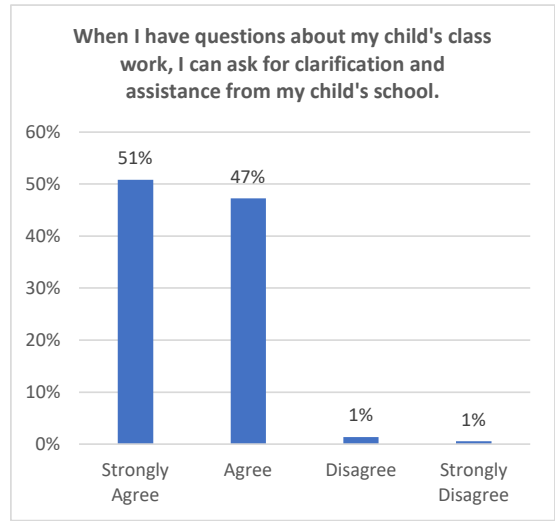
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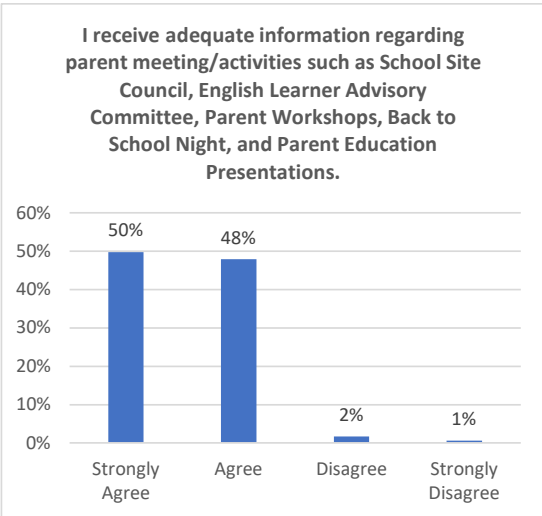
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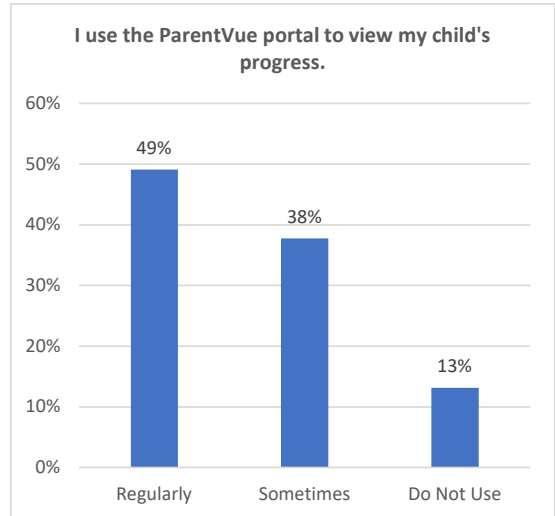
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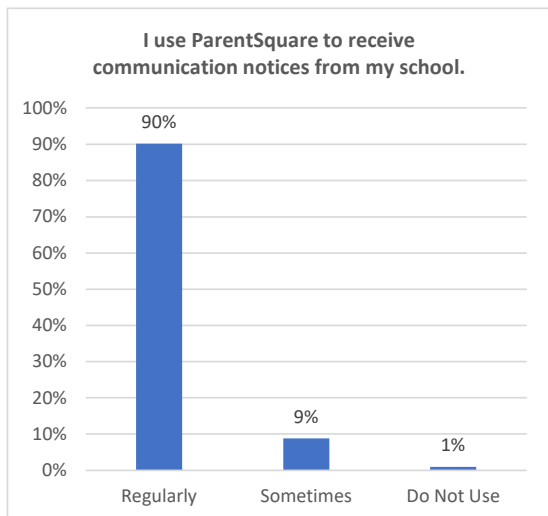
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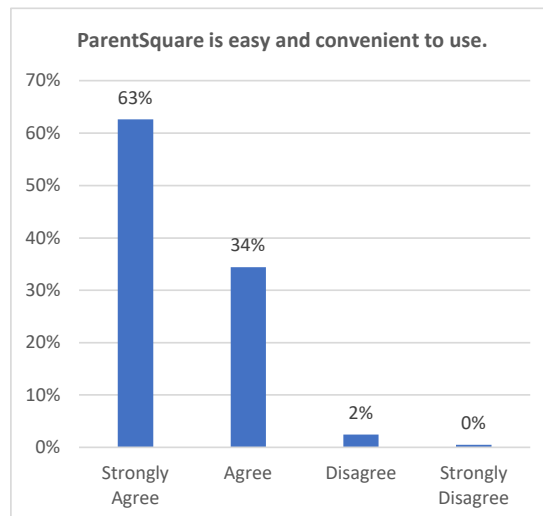
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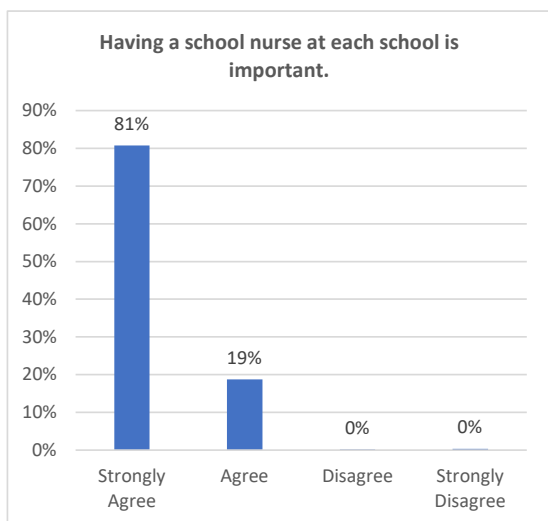
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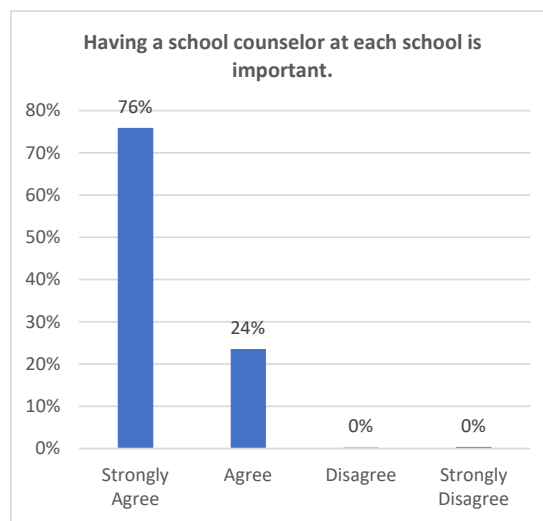
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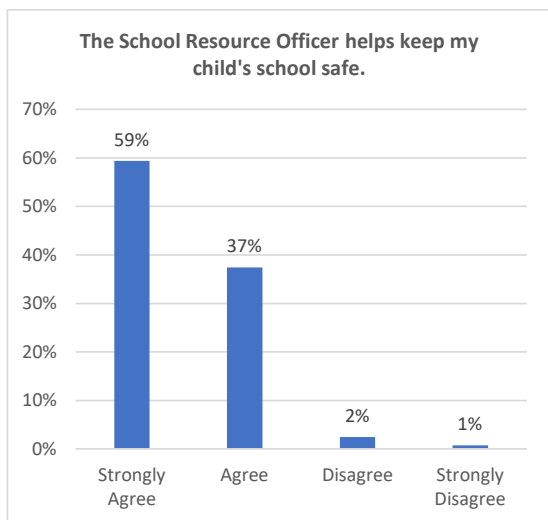
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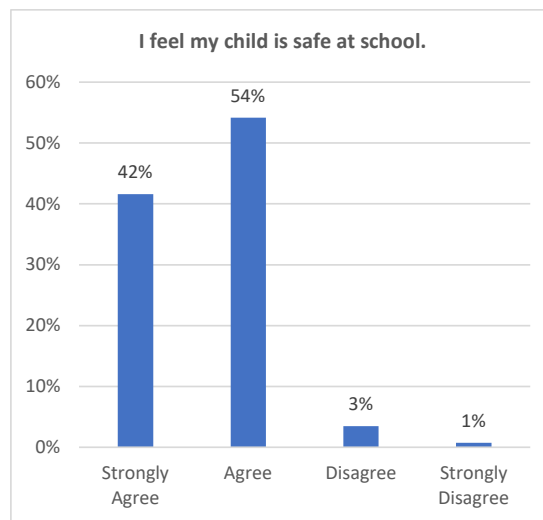
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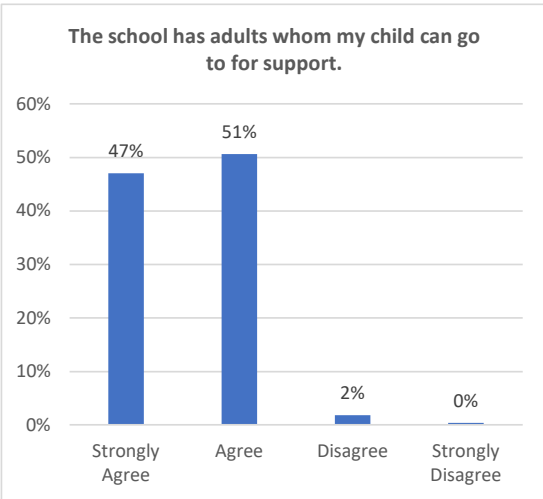
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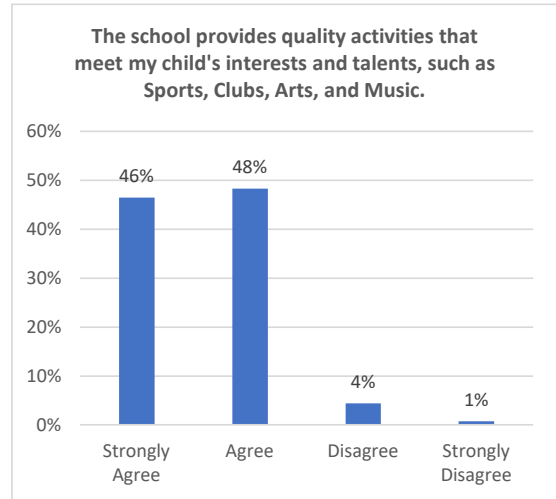
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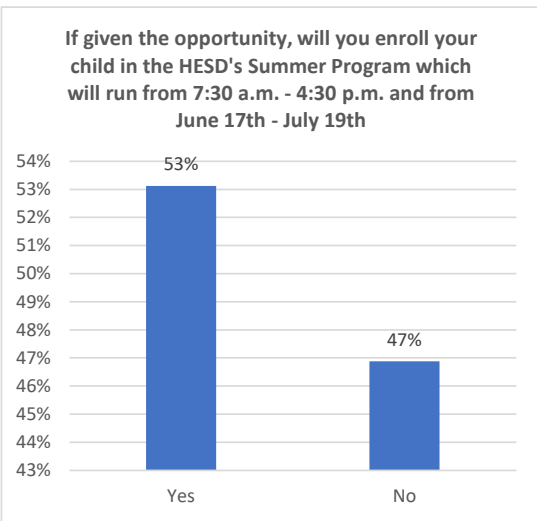
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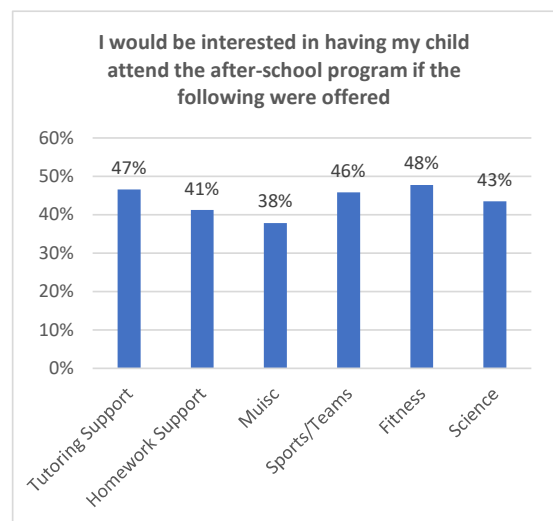
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HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 2/28/2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 3/12/2025

ITEM: BP/AR 5148.2 Before/After School Programs

PURPOSE: Policy updated to reflect NEW LAW (SB 153, 2024) which requires, beginning in the 2025-26 fiscal year, a Governing Board to declare its operational intent to run an ELO to the Superintendent of Public Instruction, and authorizes districts to use ELO funds to support attendance recovery programs.

Regulation updated to add definition of “intersession program” and clarify, by describing when a student is considered to be enrolled in an expanded learning opportunities program (ELO), the definition of “provide access”. Additionally, regulation updated to require a district that receives ELO apportionment to provide transportation to any student who attends a school that is not operating an ELO so that the student may attend at a location that is providing an ELO and return to the original location or another location that is established by the district. In addition, regulation updated to clarify that for hours of operation of an ELO program, recess and meals are included in the required nine hours of combined time per instructional day. Regulation also updated to reflect NEW LAW (AB 723, 2023) which requires a district that operates an intersession program to grant priority access to a foster youth and NEW LAW (AB 373, 2023) which grants priority access to a student experiencing homelessness, both of which provide that if a student experiencing homelessness or foster youth will be moving during an intersession period, the student’s educational rights holder, or in the case of an American Indian Student, Indian custodian, may determine which school the student attends for the intersession period. Additionally, regulation updated to reflect NEW LAW (SB 141, 2023) which provides that a district that is temporarily prevented from operating an ELO because of a school or program site closure due to emergency conditions will not be subject to penalties if the Governing Board adopts a resolution and provides documentation substantiating the need for closure. Add language regarding priority enrollment for English Language Learners (Ed Code 46120, 42238.02)

FISCAL IMPACT: None

RECOMMENDATIONS: Receive updates

Policy 5148.2: Before/After School Programs

Status:
ADOPTED

Original Adopted Date: 01/21/2009 | **Last Revised Date:** 03/08/2023 | **Last Reviewed Date:** 03/08/2023

The Board of Trustees desires to provide learning opportunities for students beyond the regular school day that support the regular education program in a supervised environment. ~~In order to increase academic achievement of participating students, the~~The content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day in low-performing schools and/or programs that serve low-income and other at-risk students.

Any expanded learning opportunities, including but not limited to After School Education and Safety ~~Program~~ (ASES), 21st Century Community Learning Center ~~Program~~ (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens ~~Program~~ (ASSETs), ~~Expanded Learning Opportunities Program (ELO)~~, or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board.

State

Ed. Code 17260-17268

Ed. Code 17264

Ed. Code 35021.3

Ed. Code 41422

Ed. Code 45125

Ed. Code 45330

Ed. Code 45340-45349

Description

Plans and specifications for school facilities

New construction; accommodation of before and after school programs

After school physical recreation instructors

Emergency conditions

Criminal record check

Paraprofessionals; instructional aides

Paraprofessionals; instructional aides

Description

The Superintendent or designee shall ensure that all staff who directly supervise students in ~~the district's any~~ expanded learning ~~opportunity programs~~opportunities possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity ~~program~~ shall include academic and enrichment elements in accordance with law and administrative regulation. ~~In addition, and may be used in conjunction with attendance recovery programs. Additionally,~~ each program may include support services that reinforce the educational component and promote student health and well-being.

No fee shall be charged for participation in the program.

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the enrollment priorities established in [ARAdministrative Regulation 5148 –Child Care and Development](#). (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years- [in accordance with law and as specified in Board Policy/Administrative Record 3580 - District Records and Board Policy/Administrative Record 5125 - Student Records. \(Education Code 8482.3, 46120\)](#)

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.

<u>State</u>	<u>Description</u>
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17264	New construction; accommodation of before- and after-school programs
Ed. Code 35021.3	After-school physical recreation instructors
Ed. Code 41422	Emergency conditions
Ed. Code 45125	Criminal record check
Ed. Code 45330	Paraprofessionals; instructional aides
Ed. Code 45340-45349	Paraprofessionals; instructional aides
<u>State</u>	
Ed. Code 46120	Expanded learning opportunities
Ed. Code 48850	Intersession program; priority access to student experiencing homelessness
Ed. Code 48853.5	Intersession program; priority access to foster youth
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49430-49434	Nutrition standards
Ed. Code 49540-49546	Child care food program
Ed. Code 49553	Free or reduced-price meals
Ed. Code 69430-69460	Cal Grant program
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8281.5	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8295-8305	Child development program; personnel qualifications

	Description
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
<u>State</u>	
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10492.2	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12

Federal

	Description
20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards

Management Resources

	Description
California Department of Education Publication	Expanded Learning Funding Opportunities
California Department of Education Publication	Expanded Learning Programs Federal Program Monitoring
California Department of Education Publication	Early Release and Late Arrival Guidance, rev. December 2021
California Department of Education Publication	Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022
California Department of Education Publication	After School Education and Safety, 21st Century Community Learning Centers, 21st Century High School After School Safety Enrichment for Teens Grant Programs, Frequently Asked Questions, November 2022
California Department of Education Publication	Expanded Learning Opportunities Program FAQs, May 2024
California Department of Education Publication	Quality Standards and 2014CQI, December 2023
California Department of Education Publication	2014Guidance for a Quality Improvement Process, March 2024

Management Resources

California Department of Education Publication	California After School Physical Activity Guidelines, 2009
U.S. Department of Education Publication	Nita M. Lowey 21st Century Community Learning Centers Program, Title IV, Part B of the Elementary and Secondary Act of 1965, Nonregulatory Guidance, September 2024
Website	California Afterschool Network
Website	California Child and Adult Care Food Program
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Expanded Learning
Website	U.S. Department of Agriculture
Website	California School-Age Consortium
Website	Partnership for Children and Youth
Website	California Healthy Kids Survey

Website	Commission on Teacher Credentialing
Website	CSBA
Website	U.S. Department of Education

Cross References**Description**

0000	Vision Vision
0000	Vision Vision
0200	Goals For The School District Goals For The School District
0410	Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0500	Accountability Accountability
1240	Volunteer Assistance Volunteer Assistance
1240	Volunteer Assistance Volunteer Assistance
1312.3	Uniform Complaint Procedures Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures Uniform Complaint Procedures
1330	Use Of School Facilities Use Of School Facilities
1330	Use Of School Facilities Use Of School Facilities
1400	Relations Between Other Governmental Agencies And The Schools Relations Between Other Governmental Agencies And The Schools
3260	Fees And Charges Fees And Charges
3260	Fees And Charges Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property Sale Or Lease Of District-Owned Real Property
3516.5	Emergency Schedules Emergency Schedules
3540	Transportation Transportation
3540	Transportation Transportation
3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program

Cross References	Description
3550	<u>Food Service/Child Nutrition Program</u>
3552	<u>Summer Meal Program</u>
3552	<u>Summer Meal Program</u>
3553	<u>Free And Reduced Price Meals</u>
3553	<u>Free And Reduced Price Meals</u>
3553-E PDF(2)	<u>Free And Reduced Price Meals</u>
3554	<u>Other Food Sales</u>
3554	<u>Other Food Sales</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4112.4	<u>Health Examinations</u>
4112.4	<u>Health Examinations</u>
4112.5	<u>Criminal Record Check</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E PDF(1)	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
4131	<u>Staff Development</u>
4212.4	<u>Health Examinations</u>
4212.4	<u>Health Examinations</u>
4212.5	<u>Criminal Record Check</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E PDF(1)	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
4222	<u>Teacher Aides/Paraprofessionals</u>
4222	<u>Teacher Aides/Paraprofessionals</u>
4231	<u>Staff Development</u>
4312.4	<u>Health Examinations</u>
4312.4	<u>Health Examinations</u>
4312.5	<u>Criminal Record Check</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E PDF(1)	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
4331	<u>Staff Development</u>
5030	<u>Student Wellness</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5131.6	<u>Alcohol And Other Drugs</u>
5131.6	<u>Alcohol And Other Drugs</u>
5131.62	<u>Tobacco</u>

Cross References	Description
5137	Positive School Climate
5141.21 Administering Medication And Monitoring Health Conditions	Administering Medication And Monitoring Health Conditions
5141.23	Asthma Management
5141.23	Asthma Management
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5144	Discipline
5144	Discipline
5145.6	Parent/Guardian Notifications
5145.6 E(1)	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
5148	Child Care And Development
5148	Child Care And Development
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6163.4	Student Use Of Technology
6163.4 E PDF(1)	Student Use Of Technology
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

Cross References	Description
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program 6177</u>
<u>6179</u>	<u>Supplemental Instruction0200</u>
<u>District</u>	<u>Summer Learning Goals For The School</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
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<u>1240</u>	<u>Volunteer Assistance</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
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<u>3280</u>	<u>Sale Or Lease Of District-Owned Real Property</u>
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<u>3516.5</u>	<u>Emergency Schedules</u>
<u>3540</u>	<u>Transportation</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
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<u>3552</u>	<u>Summer Meal Program</u>
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<u>4112.4</u>	<u>Health Examinations</u>
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Cross References	Description
<u>4112.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4131</u>	<u>Staff Development</u>
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<u>4231</u>	<u>Staff Development</u>
<u>4312.4</u>	<u>Health Examinations</u>
<u>4312.5</u>	<u>Criminal Record Check</u>
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<u>5030</u>	<u>Student Wellness</u>
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<u>6020</u>	<u>Parent Involvement</u>
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<u>6142.7</u>	<u>Physical Education And Activity</u>
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<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
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<u>6163.4</u>	<u>Student Use Of Technology</u>
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Regulation 5148.2: Before/After School Programs

Status: ADOPTED

Original Adopted Date: 01/21/2009 | Last Revised Date: 03/08/2023 | Last Reviewed Date:
03/08/2023**Definitions**

Expanded learning opportunities means before school, after school, summer, vacation, and/or ~~intersessional~~intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Intersession program means an expanded learning program offered by a district on non-school days, including, but not limited to, summer school. (Education Code 48853.5)

Offer access, with regard to an Expanded Learning Opportunities Program (ELO) ~~program~~, means to recruit, advertise, publicize, or solicit through culturally and linguistically effective and appropriate communication channels. ~~(Education Code 46120)~~
(Education Code 46120)

Provide access, with regard to an ELO ~~program~~, means to ~~register or~~ enroll a student in an ELO ~~program~~. If a parent/guardian has signed an ELO registration form and that form is on file, the student shall be considered enrolled in the ELO. (Education Code 46120)

Unduplicated student means a student enrolled in a district who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

Grades ~~TK-6~~Transitional Kindergarten-6

The district's After School Education and Safety Program (ASES) ~~program~~ or 21st Century Community Learning Center Program (21st CCLC) ~~program~~ shall serve students in any of grades Transitional Kindergarten (TK-6 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

~~The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)~~

The district's ELO ~~program~~ shall serve students in grades TK-6. (Education Code 46120)

The district's programs shall be planned through a collaborative process that includes parents/guardians, students, ~~and~~ representatives of participating schools, governmental agencies, including city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. As appropriate, the Superintendent or designee may include other stakeholders in such collaborative process. (Education Code 8422, 8482.5, 8483.3, 8484.75, 46120)

~~For the 2022-23 school year, the~~The district shall offer access to ELO ~~programs~~ to all unduplicated students in grades TK-6 and provide access to such ~~programs~~program to at least 50 percent of enrolled unduplicated students. (Education Code 46120)

~~Commencing with the 2023-24 school year, the~~ The district shall offer access to ~~the ELO program~~ to all classroom-based students in grades TK-6. The district shall provide access to any student whose parent/guardian requests placement in an ELO ~~program~~.

The district shall provide transportation to any student who attends a school that is not operating an ELO so that the student may attend at a location that is providing an ELO and return to the original location or another location that is established by the district. (Education Code 46120)

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of children and their families as specified in ~~BP~~Board Policy 6170.1 –Transitional Kindergarten. (Education Code 8322)

The district's ASES, 21st CCLC, and ELO program(s) shall be operated in accordance with the following:

1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science- (Education Code 8482.3, 8484.75, 46120)
- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities- (Education Code 8482.3, 8484.75, 46120)

2. Nutrition

- a. Snacks or meals made available in the program shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable- (Education Code 8482.3, 8484.75, ~~46120;~~ 46120; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants- (Education Code 8483.1, 8484.75)

3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility- (Education Code 8482.3, 8484.75)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site-
 - ~~b.~~ Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: -(Education Code 8482.8, 8484.75)

- i. Fewer than 20 students participating in the program component
- ii. Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
- iii. A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8, 8484.75)

4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)
- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4, 8484.75)
- c. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving ~~transitional kindergarten~~TK or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1. (Education Code 8483.4, 8484.75, 46120)

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1, 8484.75)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483, 8484.75)
- ~~c. An ELO program shall provide in-person before or after school expanded learning opportunities that,~~
- c. when added to daily instructional minutes, recess, and meals, shall not be less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day. (Education Code 46120)

6. Admissions

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)
- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

- i. First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a ~~homeless~~ student experiencing homelessness or foster youth, ~~or~~ student eligible for free or reduced price meals, or English Language Learner of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75, 46120, 42238.02)

If a student experiencing homelessness or a foster youth will be moving during an intersession period, the student's educational rights holder, or in the case of an American Indian Student, Indian custodian, may determine which school the student attends for the intersession period. (Education Code 48850, 48853.5)

- ~~ii.~~ Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1, 8484.75)

~~iii.~~ ii. ~~iii.~~ Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.

iv. Any remaining capacity shall be filled by students selected at random.

v. A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates.

~~a.~~ An ELO ~~program~~ offered pursuant to Education Code 46120 does not have an attendance requirement, but the district may track student attendance for safety and continuous quality improvement purposes.

b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program.

~~b.~~ The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

- a. ~~ELO programs~~ELOs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during ~~intersessional periods-extended school year or intersession periods~~ (Education Code 46120)
- b. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day.
- ~~b.~~ An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both ~~before-school~~before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- c. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)
- d. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. ~~The program shall notify the California Department of Education~~
- ~~(CDE)~~When a district is temporarily prevented from operating an ELO because of a school or program site closure due to emergency conditions specified in Education Code 8482.8 or 41422, the Superintendent or designee shall complete and submit to the California Department of Education (CDE) any necessary forms or records substantiating the need for closure, including a resolution adopted by the Governing Board. (Education Code 46120)
- The program shall notify CDE of the change of location and shall include a plan to provide safe transportation pursuant to
Education Code 8484.6. (Education Code 8483.76)
- e. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- f. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in ~~item~~Item #7 above shall apply. (Education Code 8483.76)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to:

-(Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

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

Ed. Code 17260-17268

Description

[Plans and specifications for school facilities](#)

Ed. Code 17264

[New construction; accommodation of before- and after-school programs](#)

Ed. Code 35021.3

[After-school physical recreation instructors](#)

Ed. Code 41422

Emergency conditions

Ed. Code 45125

[Criminal record check](#)

Ed. Code 45330

[Paraprofessionals; instructional aides](#)

Ed. Code 45340-45349

[Paraprofessionals; instructional aides](#)

Ed. Code 46120

[Expanded learning opportunities](#)

Ed. Code 48850

Intersession program; priority access to student experiencing homelessness

Ed. Code 48853.5

Intersession program; priority access to foster youth

Ed. Code 49024

[Activity Supervisor Clearance Certificate](#)

Ed. Code 49430-49434

[Nutrition standards](#)

Ed. Code 49540-49546

[Child care food program](#)

Ed. Code 49553

[Free or reduced-price meals](#)

Ed. Code 69430-69460

[Cal Grant program](#)

Ed. Code 8263

[Eligibility and priorities for subsidized child development services](#)

State	Description
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8281.5	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8295-8305	Child development program; personnel qualifications
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10492.2	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12
Federal	Description
20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards
Management Resources	Description
California Department of Education Publication	Expanded Learning Funding Opportunities
California Department of Education Publication	Expanded Learning Programs Federal Program Monitoring
California Department of Education Publication	Early Release and Late Arrival Guidance, rev. December 2021
California Department of Education Publication	Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022
California Department of Education Publication	After School Education and Safety, 21st Century Community Learning Centers, 21st Century High School After School Safety Enrichment for Teens Grant Programs, Frequently Asked Questions, November 2022
California Department of Education Publication	Expanded Learning Opportunities Program FAQs, May 2024
California Department of Education Publication	Quality Standards and 2014CQI, December 2023
California Department of Education Publication	2014Guidance for a Quality Improvement Process, March 2024
California Department of Education Publication	California After School Physical Activity Guidelines, 2009
U.S. Department of Education Publication	Nita M. Lowey 21st Century Community Learning Centers Program, Title IV, Part B of the Elementary and Secondary Act of 1965, Nonregulatory Guidance, September 2024
Website	California Afterschool Network
Website	California Child and Adult Care Food Program

Website	CSBA District and County Office of Education Legal Services
Management Resources	
Website	California Department of Education, Expanded Learning
Website	U.S. Department of Agriculture
Management Resources	
Website	California School-Age Consortium
Website	Partnership for Children and Youth
Website	California Healthy Kids Survey
Website	Commission on Teacher Credentialing
Website	CSBA
Website	U.S. Department of Education

Cross References

	Description
0000	Vision Vision
0000	Vision Vision
0200	Goals For The School District Goals For The School District
0410	Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0500	Accountability Accountability
1240	Volunteer Assistance Volunteer Assistance
1240	Volunteer Assistance Volunteer Assistance
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1312.3	Uniform Complaint Procedures Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures Uniform Complaint Procedures
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1330.1	Joint Use Agreements Joint Use Agreements
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1700	Relations Between Private Industry And The Schools Relations Between Private Industry And The Schools
3260	Fees And Charges Fees And Charges
3260	Fees And Charges Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property Sale Or Lease Of District-Owned Real Property

	Description
3280	Sale Or Lease Of District-Owned Real Property <u>Sale Or Lease Of District-Owned Real Property</u>
3516.5	Emergency Schedules <u>Emergency Schedules</u>
3540	Transportation <u>Transportation</u>
3540	Transportation
3550	Food Service/Child Nutrition Program <u>Food Service/Child Nutrition Program</u>
3550	Food Service/Child Nutrition Program <u>Food Service/Child Nutrition Program</u>
3552	Summer Meal Program <u>Summer Meal Program</u>
3552	Summer Meal Program <u>Summer Meal Program</u>
3553	Free And Reduced Price Meals <u>Free And Reduced Price Meals</u>
3553	Free And Reduced Price Meals <u>Free And Reduced Price Meals</u>
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3580	District Records
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4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4131	Staff Development
4212.4	Health Examinations
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4212.5-E(1)	Criminal Record Check
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
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4331	Staff Development
5030	Student Wellness
5113.1	Chronic Absence And Truancy
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5125	Student Records
5125	Student Records
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco

	Description
5131.62	<u>Tobacco</u>
5137	<u>Positive School Climate</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.23	<u>Asthma Management</u>
5141.23	<u>Asthma Management</u>
5141.27	<u>Food Allergies/Special Dietary Needs</u>
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5141.52	<u>Suicide Prevention</u> 3554 <u>Other Food Sales</u>
3580	<u>District Records</u>
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4112.5-E PDF(1)	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
4131	<u>Staff Development</u>
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5131.6	<u>Alcohol And Other Drugs</u>

Description

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5137	<u>Positive School Climate</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
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5141.52	<u>Suicide Prevention</u>

Cross References

5141.52	<u>Suicide Prevention</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E(1)	<u>Parent/Guardian Notifications</u>
5145.9	<u>Hate-Motivated Behavior</u>

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5144	<u>Discipline</u>
5144	<u>Discipline</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E(1)	<u>Parent/Guardian Notifications</u>
5145.9	<u>Hate-Motivated Behavior</u>

Cross References

5147	
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6154	<u>Homework/Makeup Work</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>

Description

6163.4	<u>Student Use Of Technology</u>
6163.4-E PDF(1)	<u>Student Use Of Technology</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program 6177 Summer Learning Programs</u>
5147	<u>6179 Supplemental Instruction Dropout Prevention</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6142.4	<u>Service Learning/Community Service Classes</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6142.91	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6154	<u>Homework/Makeup Work</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6163.4	<u>Student Use Of Technology</u>
6163.4-E(1)	<u>Student Use Of Technology</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173-E(1)	<u>Education For Homeless Children</u>
6173-E(2)	<u>Education For Homeless Children</u>

Description

<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.4</u>	<u>Education For American Indian Students</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program 6176 Weekend/Saturday Classes 6177</u>
	<u>Summer Learning Programs</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6179</u>	<u>Supplemental Instruction</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: March 3rd, 2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: Board Policy and Administrative Regulation: 6158 Independent Study

PURPOSE: Policy was reviewed in December 2024. During the same time period, CSBA posted recommended changes. Minor changes since last review include moving specific language from BP 6158 to AR 6158. More significant additions include incorporating course based independent study requirements. Currently, HESD Independent Study program does not use a course based system. The addition of course based language in the policy provides flexibility for the structure of independent study in HESD.

FISCAL IMPACT: none**RECOMMENDATIONS:** Information Item

Policy 6158: Independent Study

Status: DRAFT

Original Adopted Date: 04/08/2015 | **Last Revised Date:** 12/18/2024]

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students.—(Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, a charter school, an alternative school or program of choice, ~~a charter school~~, and/or an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate.—(Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation.—(Education Code 51747.5)

~~The ratio of average daily attendance for independent study pupils to school-district full-time equivalent certificated employees responsible for independent study, shall not exceed the equivalent ratio of average daily attendance to full-time equivalent certificated employees providing instruction in other educational programs operated by the school district, unless a new higher or lower average daily attendance ratio for all other educational programs offered is negotiated in a collective bargaining agreement or a memorandum of understanding is entered into that indicates an existing collective bargaining agreement contains an alternative average daily attendance ratio.~~

~~Not more than 10 percent of the pupils participating in an opportunity school or program, calculated as specified by the department, shall be eligible for apportionment credit for independent study. A pupil who is pregnant or is a parent who is the primary caregiver for one or more of their children shall not be counted within the 10 percent cap.~~

~~Special education pupils may participate in independent study if their individualized education program (IEP) specifically provides for that participation. EC Section 51745(c)~~

~~A temporarily disabled pupil shall not receive individual instruction pursuant to Section 48206.3 through independent study.~~

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~~Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.—~~

~~(Education Code 51747.5)~~

~~An independent study student shall not be credited with more than one day of attendance per calendar day. (Education Code 46300)~~

~~A nutritionally adequate breakfast and lunch shall be made available at no cost to any independent study student scheduled for educational activities lasting two or more hours at a school site, resource center, meeting space, or other satellite facility, who requests a meal. (Education Code 49501.5)~~

General Independent Study Requirements

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law.—(Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than ~~10 school days~~ one week after assigned for all grade levels and types of programs. When necessary, based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses ~~five~~ three assignments. Satisfactory educational progress shall be determined based on all of the following indicators:—(Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher

~~4. HESD SCH 104A at-risk criteria: If a student is determined to be at-risk based on the local SCH 104A process, an evaluation shall be immediately conducted to determine whether it is in a student's best interest to remain in independent study.~~

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~~5.4.~~ Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. ~~-(Education Code 51747)~~

The Superintendent or designee shall ensure that all students participating in independent study for 16 ~~-~~ school days or more in a school year receive the following throughout the school year: ~~-(Education Code 51747)~~

1. For students in grades transitional kindergarten, ~~kindergarten, and grades 1 to (TK)-3,~~ opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

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3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 16 ~~-~~ school days or more in a school year who are: ~~-(Education Code 51747)~~

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: ~~-(Education Code 51747)~~

1. Verification of current contact information for each enrolled student

2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for ~~16~~ school days ~~or~~ more in a school year, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. ~~—~~ (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. ~~—~~ (Education Code 51747)

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. ~~—~~ (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in ~~the section~~ "Master Agreement," below, the district shall conduct a telephone, ~~video conference~~ videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. ~~—~~ (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study. ~~—~~ (Education Code 46300, 51747)

For student participation ~~for~~ lasting 16 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of ~~less than 15~~ school days or fewer, a signed written agreement ~~shall~~ may be obtained ~~within~~ at any time during the same school year as in which the student participated in independent study. ~~—~~ program takes place. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following:—(Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger give rise to an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. A statement that independent study is an optional educational alternative in which and no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. ~~Before the commencement of independent study projected to last for 16 school days or more, or within the same school year of the independent study for independent study for less than 16 school days, the agreement~~ All learning agreements shall be signed ~~and dated~~ by the student, the student's parent/guardian or caregiver if the student is under less than 18 years of age, the certificated employee responsible for the general supervision of independent study, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take

place. (Education Code 51747)

For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE).—(Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

RecordsCourse-Based Independent Study

The Superintendent or designee district's course-based independent study program for students in grades K-12 shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited subject to:— the following requirements: (Education Code 51748; 51749.5 CCR 11703)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards

For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria.

The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that a student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. Additionally, the certification shall include plans to provide opportunities throughout the school year for all students in TK-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable

student-level measures of student achievement and engagement set forth in Education Code 52060; completion of assignments, assessments, or other indicators that evidence that the student is working on assignments; learning of required concepts, as determined by the supervising teacher; and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher

If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student; a plan for outreach from the school to determine student needs, including connection with health and social services as necessary; and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district

Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

8. A student shall not be required to enroll in courses included in the course-based independent study program

9. The student-teacher ratio in the courses in this program shall be in accordance with Education Code 51745.6

10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208

11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study

12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course

14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically

provides for that participation

15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study

16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian, with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of "Course-Based Independent Study" above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
7. A statement that enrollment is an optional educational alternative and no student may be required to participate

In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.

8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress

9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

All learning agreements shall be signed by the student, the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take place. (Education Code 51749.6)

For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily- or hourly attendance register ~~maintained to the hour or fraction of an hour~~ that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons:
 1. ~~Time value of student work product includes the combination of synchronous instruction, completed work product, and time spent on asynchronous activities such as participation in a computer activity or platform where time engaged is recorded, but an assignment is not produced or completed.~~

Additionally, the district shall maintain documentation of hours or fraction of an hour for student work products and the time that students engaged in asynchronous instruction. (Education Code 54747.5)
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 ~~(Education Code 51745.6 and 51749.5)~~
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 ~~(Education Code 51747.5)~~

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as ~~nonparticipatory~~ non-participatory for that school day. ~~-(Education Code 51747.5)~~

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. ~~-(Education Code 51747.5)~~

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement, as needed.

Policy Reference Disclaimer:

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

State	Description
5 CCR 11700-11705	Independent study
Ed. Code 147610-47615	Charter School Operation
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance
Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities
Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students

Ed. Code 48917	Suspension of expulsion order
Ed. Code 49010	Educational activity; definition
Ed. Code 49011	Student fees; definition
Ed. Code 49501.5	School Meals
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study
Ed. Code 52060	Local control and accountability plan
Ed. Code 52523	Adult education as supplement to high school curriculum; criteria
Ed. Code 56026	Individual with exceptional needs; definition
Ed. Code 58500-58512	Alternative schools and programs of choice
Fam. Code 6550-6552	Caregivers
Federal	Description
20 USC 6311	State plan
Management Resources	Description
California Department of Education Publication	Legal Requirements for Independent Study
California Department of Education Publication	Conducting Individualized Determinations of Need
California Department of Education Publication	California Digital Learning Integration and Standards Guidance, May 2021
California Department of Education Publication	Elements of Exemplary Independent Study
Court Decision	Modesto City Schools v. Education Audits Appeal Panel (2004) 123 Cal.App.4th 1365
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
Website	CSBA District and County Office of Education Legal Services
Website	California Consortium for Independent Study
Website	California Department of Education, Independent Study
Website	Education Audit Appeals Panel

Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u> Nondiscrimination In District Programs And Activities
0420.4	<u>Charter School Authorization</u> Charter School Authorization
0420.4	<u>Charter School Authorization</u> Charter School Authorization
0450	<u>Comprehensive Safety Plan</u> Comprehensive Safety Plan
0450	<u>Comprehensive Safety Plan</u> Comprehensive Safety Plan
0500	<u>Accountability</u> Accountability
3260	<u>Fees And Charges</u> Fees And Charges
3260	<u>Fees And Charges</u> Fees And Charges
3516.5	<u>Emergency Schedules</u> Emergency Schedules
3550	<u>Food Service/Child Nutrition Program</u> Food Service/Child Nutrition Program
3550	<u>Food Service/Child Nutrition Program</u> Food Service/Child Nutrition Program
3580	<u>District Records</u> District Records
3580	<u>District Records</u> District Records
4112.2	<u>Certification</u> Certification
4112.2	<u>Certification</u> Certification
4131	<u>Staff Development</u> Staff Development
5111.1	<u>District Residency</u> District Residency
5111.1	<u>District Residency</u> District Residency
<u>5112.3</u>	<u>Student Leave Of Absence</u>
<u>5112.3</u>	<u>Student Leave Of Absence</u>
5113	<u>Absences And Excuses</u> Absences And Excuses
5113	<u>Absences And Excuses</u> Absences And Excuses
5113.1	<u>Chronic Absence And Truancy</u> Chronic Absence And Truancy

5113.1	Chronic Absence And Truancy Chronic Absence And Truancy
5121	Grades/Evaluation Of Student Achievement Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement Grades/Evaluation Of Student Achievement
5125	Student Records Student Records
5125	Student Records Student Records
5126	Awards For Achievement Awards For Achievement
5126	Awards For Achievement Awards For Achievement
5141.22	Infectious Diseases Infectious Diseases
5141.22	Infectious Diseases Infectious Diseases
5141.31	Immunizations Immunizations
5141.31	Immunizations Immunizations
5144.1	Suspension And Expulsion/Due Process Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students Married/Pregnant/Parenting Students
5147	Dropout Prevention Dropout Prevention
6000	Concepts And Roles Concepts And Roles
6011	Academic Standards Academic Standards
6111	School Calendar School Calendar
6111	School Calendar
6112	School Day School Day
6112	School Day School Day

<u>6142.4</u>	<u>Service Learning/Community Service Classes</u>
6143	<u>Courses Of Study</u> <u>Courses Of Study</u>
6143	<u>Courses Of Study</u> <u>Courses Of Study</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>
<u>6146.11</u>	<u>Alternative Credits Toward Graduation</u>
<u>6146.11</u>	<u>Alternative Credits Toward Graduation</u>
6152	<u>Class Assignment</u> <u>Class Assignment</u>
6159	<u>Individualized Education Program</u> <u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u> <u>Individualized Education Program</u>
6162.5	<u>Student Assessment</u> <u>Student Assessment</u>
6162.5	<u>Student Assessment</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>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u> <u>Student Success Teams</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6181</u>	<u>Alternative Schools/Programs Of Choice</u>
<u>6181</u>	<u>Alternative Schools/Programs Of Choice</u>
6183	<u>Home And Hospital Instruction</u> <u>Home And Hospital Instruction</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6184</u>	<u>Continuation Education</u>
6185	<u>Community Day School</u> <u>Community Day School</u>
6185	<u>Community Day School</u> <u>Community Day School</u>
<u>6200</u>	<u>Adult Education</u>
<u>6200</u>	<u>Adult Education</u>

Regulation 6158: Independent Study

Status: ADOPTED

Original Adopted Date: 04/0810/01/2015 | **Last Revised Date:** 12/1801/2024 | **Last Reviewed Date:** 12/1801/2024

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of ~~the~~ Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher ~~or teachers(s)~~ of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

- 1. Special assignments extending the content of regular courses of instruction**
- 2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum**
- ~~3.~~ Continuing and special study during travel
- 4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement**
- ~~2.~~ Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. -Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. -The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. -A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. -For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study **mustshall** be a resident of the county or an adjacent county. -Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. -If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team

shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (~~Education Code 51745~~)

~~In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied. (Education Code 51745)~~

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student, ~~parent/guardian,~~ and the teacher and/or counselor
3. A meeting between the student, ~~parent/guardian,~~ and the independent study administrator, **including the parent/guardian if appropriate**
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving ~~work completion and synchronous participation records~~ **all credits earned through independent study**
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code ~~44865~~, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with Item #4 in ~~the section on~~ "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success

6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student. ~~This may include, including time that the combination of synchronous instruction and student engaged in asynchronous participation activities that are recorded within a platform or program but do not result in a work product instruction~~
8. Assessing student work and assigning grades or other approved measures of achievement
-
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

Policy Reference Disclaimer:

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

State	Description
5 CCR 11700-11705	Independent study
Ed. Code 147610-47615	Charter School Operation
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance
Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance

Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities
Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students
Ed. Code 48917	Suspension of expulsion order
Ed. Code 49010	Educational activity; definition
Ed. Code 49011	Student fees; definition
Ed. Code 49501.5	School Meals
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study
Ed. Code 52060	Local control and accountability plan
Ed. Code 52523	Adult education as supplement to high school curriculum; criteria
Ed. Code 56026	Individual with exceptional needs; definition
Ed. Code 58500-58512	Alternative schools and programs of choice
Fam. Code 6550-6552	Caregivers
Federal	Description
20 USC 6311	State plan
Management Resources	Description
California Department of Education Publication	Legal Requirements for Independent Study
California Department of Education Publication	Conducting Individualized Determinations of Need
California Department of Education Publication	California Digital Learning Integration and Standards Guidance, May 2021
California Department of Education Publication	Elements of Exemplary Independent Study
Court Decision	Modesto City Schools v. Education Audits Appeal Panel (2004) 123 Cal.App.4th 1365
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

Website	CSBA District and County Office of Education Legal Services
Website	California Consortium for Independent Study
Website	California Department of Education, Independent Study
Website	Education Audit Appeals Panel

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities
0420.4	Charter School Authorization Charter School Authorization
0420.4	Charter School Authorization Charter School Authorization
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0500	Accountability Accountability
3260	Fees And Charges Fees And Charges
3260	Fees And Charges Fees And Charges
3516.5	Emergency Schedules Emergency Schedules
3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program
3580	District Records District Records
3580	District Records District Records
4112.2	Certification Certification
4112.2	Certification Certification
4131	Staff Development Staff Development
5111.1	District Residency District Residency
5111.1	District Residency District Residency

5112.3	<u>Student Leave Of Absence</u>
5112.3	<u>Student Leave Of Absence</u>
5113	<u>Absences And ExcusesAbsences And Excuses</u>
5113	<u>Absences And ExcusesAbsences And Excuses</u>
5113.1	<u>Chronic Absence And TruancyChronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And TruancyChronic Absence And Truancy</u>
5121	<u>Grades/Evaluation Of Student AchievementGrades/Evaluation Of Student Achievement</u>
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5125	<u>Student RecordsStudent Records</u>
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5126	<u>Awards For AchievementAwards For Achievement</u>
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5141.31	<u>ImmunizationsImmunizations</u>
5141.31	<u>ImmunizationsImmunizations</u>
5144.1	<u>Suspension And Expulsion/Due ProcessSuspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due ProcessSuspension And Expulsion/Due Process</u>
5145.6	<u>Parent/Guardian NotificationsParent/Guardian Notifications</u>
5145.6-E(1)	<u>Parent/Guardian NotificationsParent/Guardian Notifications</u>
5146	<u>Married/Pregnant/Parenting StudentsMarried/Pregnant/Parenting Students</u>
5147	<u>Dropout PreventionDropout Prevention</u>

6000	<u>Concepts And Roles</u> Concepts And Roles
6011	<u>Academic Standards</u> Academic Standards
6111	<u>School Calendar</u> School Calendar
6111	<u>School Calendar</u>
6112	<u>School Day</u> School Day
6112	<u>School Day</u> School Day
6142.4	<u>Service Learning/Community Service Classes</u>
6143	<u>Courses Of Study</u> Courses Of Study
6143	<u>Courses Of Study</u> Courses Of Study
6146.1	<u>High School Graduation Requirements</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6152	<u>Class Assignment</u> Class Assignment
6159	<u>Individualized Education Program</u> Individualized Education Program
6159	<u>Individualized Education Program</u> Individualized Education Program
6162.5	<u>Student Assessment</u> Student Assessment
6162.5	<u>Student Assessment</u>
6162.51	<u>State Academic Achievement Tests</u> State Academic Achievement Tests
6162.51	<u>State Academic Achievement Tests</u> State Academic Achievement Tests
6164.5	<u>Student Success Teams</u> Student Success Teams
6164.5	<u>Student Success Teams</u> Student Success Teams
6172	<u>Gifted And Talented Student Program</u>
6172	<u>Gifted And Talented Student Program</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6183	<u>Home And Hospital Instruction</u> Home And Hospital Instruction

6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
6185	<u>Community Day School</u> <u>Community Day School</u>
6185	<u>Community Day School</u> <u>Community Day School</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: February 27, 2025

FOR: Board Meeting
 Superintendent's CabinetFOR: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: Consider adopting Resolution #23-25: Regarding Absent Board Member Compensation.**PURPOSE:** Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the February 12, 2025 meeting due to illness.**FISCAL IMPACT:** Not to exceed \$306.92.**RECOMMENDATIONS:** Adopt Resolution #23-25.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 23-25**

**Board of Trustees
Hanford Elementary School District**

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

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

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

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held February 12, 2025 due to:
 - performing services outside the meeting for the school district
 - illness
 - jury duty
 - hardship deemed acceptable by the Board

2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 12th day of March, 2025 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert 'Bobby' Garcia, President

Jeff Garner, Vice-President

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: David Goldsmith
 DATE: March 3, 2025

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: E-Rate Form 471 Application for Year 2025 – UPS protection equipment, MDF cabinet and cabling upgrades and outdoor WiFi expansion


PURPOSE: Hanford Elementary School District's Information Systems office wishes to file an application for Year 2025 Federal E-Rate funding discounts for the upgrade and installation of the aging UPS protection units on HESD campuses, the upgrade of MDF network racks/cabinets, as well as the expansion of the outdoor WiFi network coverage. As a member of the SPURR procurement consortium, HESD has been able to acquire a competitively bid proposal for this project from AMS.NET (MGT), a SPURR master agreement awarded vendor.

HESD wishes to use the federal E-Rate funding mechanism to request funding that would amount to an 85% discount off the total cost of the proposal. The SPURR proposal from AMS.NET meets the requirements and guidelines for funding through the E-Rate program.

FISCAL IMPACT: Approx. \$55,000 after E-Rate Category 2 funding discount (\$366,676 before E-Rate discount).

RECOMMENDATION: Approve vendor selection and filing of funding request.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy C. Gabler
FROM: David L. Goldsmith 
DATE: March 3, 2025

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: March 12, 2025

ITEM: E-Rate Form 471 Application for Year 2025 – Internet Access

PURPOSE: Hanford Elementary School District's Information Systems office has filed a Form 470 and RFP for Year 2025 Federal E-Rate funding discounts for the delivery of high-speed internet access for all District locations. After review of the qualifying proposals, the service proposed by Kings County Office of Education was determined to be the best fit for HESD's expanding environment. The proposal is a 3-year agreement with two 1-year voluntary extensions.

HESD wishes to use the federal E-Rate funding mechanism to request funding that would amount to an 90% discount off the total cost of the proposal.

FISCAL IMPACT: \$26,400 per year after E-Rate funding discounts.

RECOMMENDATION: Approve vendor selection and filing of funding request.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/03/2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 03/12/2025

ITEM:

Consider declaring item(s) surplus.

PURPOSE:

The following item(s) is in need to be declared surplus:

13912552 2014 Club Car Carryall Serial Number A5CUBB2APEA522468
 13915821 Reconditioned Golf Cart Serial Number JE1649703952
 13912420 2014 Polaris Ranger EV Serial Number 4XARC08G7EE247999

FISCAL IMPACT:

There will be an undetermined increase in local revenue,

RECOMMENDATIONS:

Declare item(s) surplus.

File:

Asset #:	13912552	Site:	31-WILSON JR. HIGH
Class Code:	NDS AND MAINTENANCE	Building:	0001-100 WING 101-108
Catalog #:	788-UTILITY VEHICLES	Room:	CUST-CUSTODIAN STOP

Description:

2014 CLUB CAR CARRYALL 500 PICKUP

MFC Model Number:	Serial Number:	Condition:
500	A5CUBB2NEEA521977	Good

Replacement Cost:	Residual Value:	Life Span (in years):
0	0	15

*Residual Value needs to be zero to fully depreciate the asset.

Date Retired:	Date Last Invented:	Date Last Changed:
/ /	10/23/2024	10/24/2024

Update	Retire	Details	Cancel
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Date Entered: 8/20/2014

\$10,416.75

File:

Asset #:	13915921	Site:	29-HAMILTON ELEMENT
Class Code:	NDS AND MAINTENANCE	Building:	0008-CAMPUS INVENTO
Catalog #:	788-UTILITY VEHICLES	Room:	CAMPUS INV-CAMPUS IN

Description:

RECONDITIONED GOLF CART

MFC Model Number:	Serial Number:	Condition:
CLUB CAR PRECEDENT	JE1649703952	Good

Replacement Cost:	Residual Value:	Life Span (in years):
\$6,381.38	0	15

*Residual Value needs to be zero to fully depreciate the asset.

Date Retired:	Date Last Invented:	Date Last Changed:
/ /	06/13/2024	08/22/2024

Update	Retire	Details	Cancel
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Date Entered: 4/1/2021

\$6,381.38

File:

Asset #: 13912420	Site: 30-KENNEDY JR. HIGH
Class Code: NDS AND MAINTENANCE	Building: 0030-CAMPUS INVENTO
Catalog #: 788-UTILITY VEHICLES	Room: SITE-GENERAL INVENTO

Description:
2014 POLARIS RANGER EV

MFC Model Number: RANGER	Serial Number: 4XARC08G7EE247999	Condition: Good
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Replacement Cost: 0	Residual Value: 0	Life Span (in years): 15
*Residual Value needs to be zero to fully depreciate the asset.		

Date Retired: / /	Date Last Inventoried: 05/24/2024	Date Last Changed: 06/03/2024
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Update	Retire	Details	Cancel
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Date Entered: 5/30/2014	\$15,754.58
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HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jaime Martinez
DATE: March 3, 2025
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 12, 2025**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Gladys Alcado Parada, READY Program Tutor – 4.5 hrs., King, effective 2/27/25
- Marina Alexander, READY Program Tutor – 4.5 hrs. Washington, effective 2/18/25
- Damien Andrade, READY Program Tutor – 4.5 hrs., Washington, effective 2/19/25
- Bertha Martin, Bilingual Clerk Typist II – 5.0 hrs., Monroe, effective 2/20/25

Classified Temps/Subs

- Jose Andrade Jr., Substitute Custodian I, effective 2/26/25
- Isaac Carrasco, Substitute Custodian I, effective 2/18/25
- Kevin Grigsby, Substitute Custodian I, effective 2/28/25
- Ava Holmes, Substitute Yard Supervisor, effective 2/24/25
- Robert Lusk, Athletic Coach, effective 3/3/25
- Khaila Chariel San Juan, Substitute Yard Supervisor, effective 2/19/25

Admin Transfer

- Rebecca Quiñones, from Special Circumstance Aide – 5.75 hrs., Simas, to Special Circumstance Aide – 5.75 hrs., Washington, effective 2/26/25

Promotion

- Kendra Banuelos, from READY Program Tutor – 4.5 hrs., Simas, to Paraprofessional (TK/K) – 7.0 hrs., Simas, effective 2/18/25

Short Term Classified

- Dakota Corona, Short-Term Yard Supervisor – 1.5 hrs., Washington, effective 2/24/25-3/28/25

b. Leave of Absence

- Julee Pires, Teacher on LOA, effective 2025-26 school year, child rearing

c. ResignationsClassified

- Lea Cano, READY Program Tutor – 4.5 hrs., King, effective 2/13/25
- Priscilla Cardenas, READY Program Tutor – 4.5 hrs., King, effective 3/7/25
- Kassandra Jimenez, READY Program Tutor – 4.5 hrs., Simas, effective 2/28/25
- Angelina Ricciuti, Special Education Aide – 5.0 hrs., Roosevelt, effective 2/28/25

Certificated

- Megan Betancourt, Teacher, King, effective 6/6/25
- Kristopher Carrillo, Teacher, King, effective 6/6/25
- Brittini Gingras, Teacher, Lincoln, effective 6/6/25
- Michelle Gonzales, Teacher, Monroe, effective 6/6/25
- Edith Rodriguez, Teacher, Kennedy, effective 6/6/25
- April Tamayo-Alatorre, Teacher, Roosevelt, effective 6/6/25

d. Volunteers**Name**

Sarah Langston
 Sally Ortiz
 Aaron Doyel
 Ciara Hernandez
 Briana John
 Daniela Medina
 Mark Corfman (HESD EE)
 Nicolas Munoz
 Salwa Alkobadi
 Candilaria Angel
 Morghan Chavez
 Kaitlyn Knott
 Joseph Silveira

School

Hamilton
 Hamilton
 Jefferson
 King
 King
 Richmond
 Roosevelt
 Roosevelt
 Simas
 Simas
 Simas
 Washington
 Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/03/2025

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 03/12/2025

ITEM:

Consider approval of investment banking agreement with RBC.

PURPOSE:

The District issued a Request for Proposal for bond underwriter services on January 10, 2025. Four firms were interviewed by a committee composed of the Superintendent, Chief Business Official and the District's financial advisor with RBC prevailing.

FISCAL IMPACT:

The costs associated with the selection of RBC will be included as part of the bond issuance.

RECOMMENDATIONS:

Approve the investment banking agreement with RBC.

INVESTMENT BANKING AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 20____, by and among the Hanford Elementary School District (the "District”) and RBC Capital Markets, LLC (the "Underwriter" or “RBC CM”), with reference to the following facts:

RECITALS

WHEREAS, voters passed Measure U on November 5, 2024 which approved \$23,000,000 in General Obligation Bond for Hanford Elementary School District. Measure U will be sold in one or more series of General Obligation Bond financings (hereinafter "Bonds") to acquire, improve, construct and modernize District facilities; and

WHEREAS, the District desires and is authorized by law to retain the services of an Underwriter in connection with the issuance of the Bonds; and

WHEREAS, the Underwriter agrees to be retained by the District and to provide to the District the services described herein; and

WHEREAS, the Underwriter agrees to act as an underwriter, subject to the conditions set forth herein,

NOW therefore, for and in consideration of the mutual promises, covenants, and conditions herein contained, the parties hereto agree as follows:

Scope of Services

The Underwriter shall develop a financing plan with the purpose of assisting the District in achieving its financial objectives. The District acknowledges and agrees that: (i) the transaction contemplated by this Agreement is an arm’s length, commercial transaction between the District and the Underwriter in which the Underwriter is acting solely as a principal and is not acting as a municipal advisor, financial advisor or fiduciary to the District; (ii) the Underwriter has not assumed any advisory or fiduciary responsibility to the District with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether the Underwriter has provided other services or is currently providing other services to the District on other matters); (iii) the Underwriter is acting solely in its capacity as an underwriter for its own accounts (iv) the only obligations the Underwriter has to the District with respect to the transaction contemplated hereby expressly are set forth in this Agreement; and (v) the District has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate. The services of the Underwriter shall consist of the following:

1. Analyze the financing alternatives available to the District for the issuance of the Bonds and develop a financing plan, taking into account the District's objectives and considerations;
2. Size the Bonds, taking into account the needs of the District, reimbursements to the District, rating services, fees and other costs of issuance;
3. In cooperation with District, prepare and/or review of all documents necessary to implement the issuance of the Bonds, including, but not limited to, authorizing resolutions, bond purchase agreement, and preliminary and final official statements distributed to potential investors, as required;

4. Together with the District and any other appropriate parties, consult on the terms and conditions of the Bonds, such as maturities, coupon rates, call features and security features, for the purpose of meeting market demands and the objectives of the District;
5. Provide information and material as needed to support presentations for rating agencies and/or bond insurance companies; if requested;
6. Coordinate printing and distribution of the preliminary and final official statements;
7. Schedule, coordinate and attend necessary rating agency meetings (as applicable) to support the District's efforts to obtain the highest possible rating on the issue;
8. Organize and participate in information meetings, if needed, to create investor interest with potential retail and/or institutional clients in the bond issue;
9. Together with the District and other appropriate parties, provide market information on the timing of the sale of the Bonds in relation to the market conditions and financing needs;
10. Arrange for distribution of the final official statements in accordance with Section 240.15c2-12 of Title 17 of the Code of Federal Regulations;
11. Arrange for the printing of the Bonds and assist in the signing and delivering of the Bonds; and
12. Serve as sole underwriter of the Bonds, which obligation is conditioned upon the execution of a mutually satisfactory bond purchase agreement and other customary documentation, and coordinate with all parties so as to consummate the sale and delivery of the Bonds in a timely manner.

Limitation of Duties

The District acknowledges and agrees that RBC CM is not making a commitment to extend credit, make a loan or otherwise fund the Bonds beyond the obligations contained in a mutually satisfactory bond purchase agreement. The District acknowledges that the services provided under this Agreement involve professional judgment on our part and that the results cannot be, and are not, guaranteed.

Know Your Client, Anti-Money Laundering, and Terrorist Financing Rules and Regulations

The District agrees to provide information to satisfy “Know Your Client,” “Anti-Money Laundering” and Terrorist Financing” rules and regulations, in each case, in accordance with the Underwriter’s requirements.

Compensation

The Underwriter agrees to prepare and coordinate all aspects of the sale of the Bonds. The Underwriter’s compensation will be negotiated with the District and any other appropriate parties at the time each series of Bonds is issued. However, in no instance will Underwriter’s compensation exceed 0.50% of the total principal amount of new money bonds being issued.

Fees and commissions are paid from the proceeds of the Bonds and are calculated as a discount on the total bond amount. All fees are contingent on a successful sale of the Bonds and are payable from the Bond proceeds.

Expenses

The District, from the Bond proceeds or other lawfully available funds, shall pay any expenses incident to the authorization, issuance, marketing, sale and delivery of the Bonds including, but not limited to: (i) legal fees, including bond counsel, District counsel, disclosure counsel, and special tax counsel, if any; (ii) fees and disbursements of the financial advisor, if any; (iii) cost of printing and distribution of the preliminary and official statements; (iv) rating agency and credit enhancement fees, (v) and fees and disbursements of any trustee, paying agent or engineers, accountants, and other experts, consultants or advisers retained by the District, if any. In addition, the District will pay all incidental expenses related to the issuance of the Bonds, including, but not limited to, meals, transportation, and lodging incurred by personnel of the District and the Underwriter, if any, and any other miscellaneous costs.

Term of Agreement

This Agreement is to continue until the Bonds or any Refunding Bonds are issued unless terminated, with or without cause, by either party upon five (5) day prior written notice to the other party of its intent to terminate. Any such termination, however, shall not affect the obligations of the District under the Expenses section hereof.

Severability of Provisions

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

Governing Law

This Agreement, and the rights and obligations of the parties hereto, shall be construed, interpreted and enforced pursuant to the laws of the State of California and exclusive venue in any and all actions existing under this Agreement shall be laid in the action or proceeding which District or Underwriter may be required to prosecute to enforce its respective rights within this Agreement. The unsuccessful party therein agrees to pay all costs incurred by the prevailing party therein, including reasonable interest and attorney's fees, to be fixed by court, and said costs, interest, and attorneys' fees shall be made a part of the judgment in said action. Prior to the commencement of any litigation concerning this Agreement, the District and the Underwriter agree to first submit any disagreements to mediation. This mediation requirement is intended to reduce the costs of dispute resolution for both parties.

Indemnity

To the extent permitted by law, the District agrees to indemnify and hold the Underwriter harmless against any losses, claims, damages or liabilities, including reasonable and necessary legal fees to which RBCCM may become subject, that arise from or relate to the transaction contemplated herein or the issuance of the Bonds. Such indemnity shall include indemnity for claims that may allege or involve negligence of RBCCM, but shall not include claims involving willful misconduct or gross negligence of RBCCM.

Miscellaneous

Nothing contained herein shall preclude the Underwriter from carrying on its customary and usual business activities. The Underwriter specifically reserves the right, but is not obligated, to bid for and maintain secondary markets on any District outstanding bonds subject to appropriate information barriers. Services provided by the Underwriter in connection with this Agreement shall not limit the Underwriter from providing services for the District in conjunction with other services requested by the District except as limited by rule of law or regulation.

In connection with services agreed to herein, it is understood that the Underwriter will render professional services as an independent contractor. Neither the Underwriter nor any of its agents or employees shall be deemed an employee of the District for any purpose.

The Underwriter shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the District.

This Agreement constitutes the entire agreement between the parties relating to the subject matter thereof and supersedes any prior understandings or representations. The Agreement may be amended or modified only by a writing signed by both parties. It is solely for the benefit of the District and RBC CM, and no other person.

This Agreement is submitted in duplicate originals. The acceptance of this Agreement by the District will occur upon the return of one original executed by an authorized District representative, and the District hereby represents that the signatory below is so authorized.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

RBC CAPITAL MARKETS, LLC

By: Katherine Jacobson
Name: Katherine Jacobson
Title: Managing Director
Date: 02/28/2025

ACCEPTANCE

ACCEPTED this _____ day of _____, 20__

By: _____
Name: _____
Title: _____
Date: _____