

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 26, 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 #25-09 Community Day School

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 March 5, 2025; March 7, 2025; March 12, 2025 and March 14, 2025.
- b) Approve minutes of the Regular Board Meeting held on March 12, 2025.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$3,135.70 from Jefferson Parent Teacher Club.
- e) Approve donation of \$450.43 from Jefferson Associated Student Body.
- f) Approve donation of \$6,700.00 from Simas Parent Teacher Club.
- g) Approve donation of \$6,000.00 from Monroe Parent Teacher Club.

3. INFORMATION ITEMS

- a) Receive for information the monthly financial reports for the period of 07/01/2024 – 02/28/25 (Endo)

- *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.*

- b) Receive for information the revised Board Policy and Administrative Regulation 3100 – Budget (Endo)
- c) Receive for information the revised Board Policy and Administrative Regulation 3280 – Sale or Lease of District-Owned Real Property (Endo)
- d) Receive for information the revised Board Policy and Administrative Regulation 3320 – Claim and Actions Against the District (Endo)
- e) Receive for information the revised Administrative Regulation 5141.21 – Administering Medication and Monitoring Health Conditions (Strickland)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Out-of-State Travel – MTSS Conference for School Counselors (Strickland)
- b) Consider approval of Consultant Contract with Angela Beyer (Rubalcava)
- c) Consider ratification of Change Order #3 for Woodrow Wilson Administration Building and Bus Drop Off (Gabler)
- d) Consider approval of the FCC Cybersecurity Pilot Program (Goldsmith)
- e) Consider approval of revised Board Policy and Administrative Regulation 6158 – Independent Study (Rubalcava)
- f) Consider approval of revised Board Policy and Administrative Regulation 5148.2 – Before/After School Programs (Strickland)

5. PERSONNEL (Martinez)

a) Employment

Classified Management

- Daniel Pierotte, Director, Facilities and Operations – 8.0 hrs., DO, effective 4/22/25

Classified

- Adriana Canchola, Account Clerk I – 3.0 hrs., Hamilton, effective 3/14/25
- Jennifer Cruz-Ramirez, READY Program Tutor – 4.5 hrs., Simas, effective 3/13/25

Classified Temps/Subs

- Eric Jones, Athletic Coach, effective 3/10/25
- Yavilex Ledezma, Substitute Bilingual Clerk Typist I, Paraprofessional (TK/K), Translator: Oral Interpreter and Translator: Written Translator, effective 3/07/25
- Blake Peters, Athletic Coach, effective 3/10/25
- Ryan Solorzano, Substitute Custodian I, effective 3/3/25
- Luttrell Young, Athletic Coach, effective 3/13/25

More Hours/Days

- Cecilia Ayala, from Yard Supervisor – 1.5 hrs., Wilson, to Yard Supervisor – 2.5 hrs., Wilson, effective 2/13/25
- Francisca Perez, from Yard Supervisor – 1.5 hrs., King, to Yard Supervisor – 2.0 hrs., King effective 2/13/25

Voluntary Reduction of Hours

- Lisa Puente, from Yard Supervisor – 3.5 hrs., King, to Yard Supervisor – 2.5 hrs., King, effective 2/13/25

Promotion

- Jacob Carrasco, from Custodian II – 8.0 hrs., Monroe, to Lead Custodian – 8.0 hrs., Washington, effective 3/5/25

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

- Eric Jones, 4-6th Boys Track, Washington, effective 3/10/25-5/3/25
- Robert Lusk, 7th Boys Baseball, Wilson, effective 3/3/25-5/14/25
- Blake Peters, 8th Boys Baseball, Wilson, effective 3/10/25-5/14/25
- Luttrell Young, 4-6th Boys Track, King, effective 3/13/25-5/3/25

b) Resignations

Classified

- Adriana Canchola, Yard Supervisor – 2.25 hrs., Hamilton, effective 03/13/25
- Alma Contreras, Food Services Utility Worker – 3.5 hrs., Food Services, effective 02/28/25
- Elizabeth Mercado, Yard Supervisor – 3.5 hrs., Monroe, effective 03/31/25
- Christine Payne, Yard Supervisor – 3.5 hrs., Simas, effective 03/21/25

c) Adopt Declaration of Need for Fully Qualified Educators for 2025-2026 School Year (Title 5, 80026) – Attached

d) Annual Statement of Need for 30-day Substitute Teaching Permits

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2025-26 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-day Substitute Permit holders to fill day-to-day substitute needs.

e) Volunteers

<u>Name</u>	<u>School</u>
Karena Chadderton	Hamilton
Melissa Keller	Hamilton
Philip Padilla	Hamilton
Corey Rocha	Hamilton
Israel Luna (HESD EE)	Jefferson
Kasandra Molina	Jefferson
Kathryn Wittus	Jefferson
Pamela Wittus	Jefferson
Augustine Gonzalez	Monroe
Zoraida Lisua	Monroe
Serafin Ibarra Jr.	Richmond

6. FINANCIAL (Endo)

a) Consider approval of the Comprehensive Maintenance Plan

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: March 17, 2025

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

Date you wish to have your item considered: March 26, 2025

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 25-09 Community Day School

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/17/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/26/2025

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/05/25, 03/07/25, 03/12/25 and 03/14/25.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 03/05/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12770600	6431	AMAZON.COM – Materials/Supplies	\$9,803.62
12770601	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	\$8,310.18
12770602	8030	HELPING EVERY LEARNER PROSPER – Other Services	\$1,000.00
Total Amount of All Warrants:			\$19,113.80

Warrant Register For Warrants

Dated 03/07/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12770696	2	A-Z BUS SALES INC – Materials/Supplies	\$1,968.35
12770697	2972	ROSA E. ADAMS – Reimburse-Materials/Supplies	\$198.28
12770698	1142	MICHELE ALEXANDER – Reimburse-Mileage	\$85.82
12770699	6306	KAREN ALVARADO – Reimburse-Mileage	\$96.18
12770700	6934	BLANCA ALVARADO-CABRERA – Reimburse-Materials/Supplies	\$199.46
12770701	2352	AMS.NET – Equipment, Other Services	\$14,003.40
12770702	8315	CARSON ARNOLD – Reimburse-Materials/Supplies	\$72.24
12770703	6253	AT&T – Telephone Communications	\$64.11
12770704	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$855.75
12770705	4119	KRISTINA BALDWIN – Reimburse-Travel/Conference	\$169.65
12770706	7942	BARNES & NOBLE – CLASSWORK – Books	\$282.44
12770707	113	BARNES AND NOBLE-5886056 – Books	\$508.94
12770708	8568	BRENDA BELTRAN – Reimburse-Materials/Supplies	\$199.30
12770709	6107	RAECHELLE BERNA – Reimburse-Materials/Supplies	\$200.00
12770710	7184	CARLA BODE – Reimburse-Materials/Supplies	\$173.10
12770711	7250	LUCY BRIENO – Reimburse-Materials/Supplies	\$200.00
12770712	7866	ASHLEY BROWN – Reimburse-Materials/Supplies	\$119.52
12770713	4021	KELLY BURCHETT – Reimburse-Materials/Supplies	\$193.38
12770714	3654	JOSEFA BUSTOS-PELAYO – Reimburse-Materials/Supplies	\$173.19
12770715	2019	BUSWEST – Materials/Supplies	\$205.95
12770716	4859	CALIFORNIA DIESEL COMPLIANCE – Services/Repair	\$750.00
12770717	236	STATE OF CALIFORNIA – Other Services	\$1,013.00
12770718	1954	KATHALEEN S. CARRI – Reimburse-Materials/Supplies	\$92.42
12770719	7099	CHARGEPOINT INC. – Materials/Supplies	\$60.00
12770720	4178	COOK'S COMMUNICATION – Materials/Supplies	\$581.65
12770721	6999	KATHRYN COZ – Reimburse-Materials/Supplies	\$111.87
12770722	5846	CINDY CUIEL – Reimburse-Materials/Supplies	\$200.00
12770723	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$4,768.19
12770724	5786	DOCUMENT TRACKING SERVICES – Other Services	\$17,122.78
12770725	3069	ANDREA ERMIE – Reimburse-Materials/Supplies	\$160.40
12770726	8360	KARINA ESCOBEDO – Reimburse-Materials/Supplies	\$200.00
12770727	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$11,344.54
12770728	2915	ROSE MARY FLORES – Reimburse-Materials/Supplies	\$200.00
12770729	6851	JENNIFER FOSSETT – Reimburse-Materials/Supplies	\$37.60
12770730	8376	FOSTER & FOSTER INC. – Other Services	\$750.00
12770731	6862	CRYSTAL FOSTER – Reimburse-Materials/Supplies	\$54.83
12770732	3479	FRESNO RACK AND SHELVING CO. INC. – Materials/Supplies	\$665.27
12770733	7965	JEANNIE FROMME – Reimburse-Materials/Supplies	\$127.08
12770734	6239	ANJALI FRY – Reimburse-Materials/Supplies	\$200.00
12770735	2461	GAMETIME – Monroe TK/K Project	\$52,987.86
12770736	562	GRACIELA GARCIA – Reimburse-Materials/Supplies	\$200.00
12770737	7375	MAYRA GARCIA – Reimburse-Other Services	\$95.00
12770738	1393	GAS COMPANY – Utilities	\$6,719.05
12770739	7673	STEPHEN L. HAHN INSPECTIONS – Monroe TK/K & WW Admin Projects	\$6,525.00
12770740	632	CITY OF HANFORD – Utilities	\$28,051.79
12770741	5946	THE HARTFORD – Health/Welfare Benefits	\$1,477.14
12770742	4793	RUTH M HERNANDEZ – Reimburse-Materials/Supplies	\$200.00
12770743	3660	ROBERT HEUGLY – Reimburse-Travel/Conference	\$134.55

Warrant Register For Warrants Dated 03/07/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12770744	2427	HOME DEPOT CREDIT SERVICES – Materials/Supplies	\$42.56
12770745	8312	ALYSSA HOPE – Reimburse-Materials/Supplies	\$179.70
12770746	8220	IMAGE 2000 FRESNO – Services/Repair	\$104.91
12770747	5052	IMAGINE U CHILDRENS MUSEUM – Richmond Study Trip	\$300.00
12770748	8499	J & R ADVANCED TOOL REPAIR & LOGISTICS – Materials/Supplies	\$369.58
12770749	5893	MONICA JACOBSEN – Reimburse-Materials/Supplies	\$100.94
12770750	4117	JANA JASSO – Reimburse-Materials/Supplies	\$200.00
12770751	7121	BAILEY JEFFUS – Reimburse-Materials/Supplies	\$200.00
12770752	2329	DAMIEN JUAREZ – Reimburse-Materials/Supplies	\$200.00
12770753	7867	KRISTY KAIRIS – Reimburse-Materials/Supplies	\$125.60
12770754	796	KINGS COUNTY OFFICE OF ED – Other Services	\$86,049.36
12770755	806	KINGS COUNTY TROPHY – Materials/Supplies	\$117.98
12770756	5906	MICHAEL KOSS – Reimburse-Materials/Supplies	\$33.36
12770757	5363	BETHANEY KUENNING – Reimburse-Materials/Supplies	\$165.50
12770758	7677	EMILY LASTIRI – Reimburse-Materials/Supplies	\$175.00
12770759	838	LAWRENCE TRACTOR COMPANY – Materials/Supplies	\$158.49
12770760	7553	MARIA LAWSON – Reimburse-Materials/Supplies	\$200.00
12770761	4579	LEGO EDUCATION – Materials/Supplies	\$3,892.59
12770762	4629	LOWE'S OF HANFORD – Materials/Supplies	\$333.69
12770763	4299	CHRISTINE LUIS – Reimburse-Materials/Supplies	\$200.00
12770764	7135	GRACIELA MAGALLON – Reimburse-Materials/Supplies	\$168.84
12770765	7666	ELIZABETH MALONE – Reimburse-Materials/Supplies	\$199.85
12770766	912	MANGINI ASSOCIATES INC. – Monroe TK/K & Mod, WW Admin Projects	\$58,225.62
12770767	6222	JAN MAZZA – Reimburse-Materials/Supplies	\$200.00
12770768	7998	SOPHIA MEDINA – Reimburse-Materials/Supplies	\$122.26
12770769	3373	MARICELA MENDOZA – Reimburse-Materials/Supplies	\$154.95
12770770	5518	AUDREE MERCADO – Reimburse-Materials/Supplies	\$46.00
12770771	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,656.82
12770772	977	ORAL MICHAM INC – Monroe TK/K Project	\$393,376.63
12770773	8015	MISSION BANK – Monroe TK/K Project	\$20,704.05
12770774	2856	CHRISTINE MIZER – Reimburse-Materials/Supplies	\$176.00
12770775	8100	NAPA AUTO PARTS – Materials/Supplies	\$441.26
12770776	2909	MARCELA NICOLE NASH – Reimburse-Mileage	\$57.12
12770777	5510	NEWEGG.COM – Materials/Supplies	\$406.15
12770778	6191	TERESA NIBLETT – Reimburse-Materials/Supplies	\$96.45
12770779	7339	JANELL ORTEGA – Reimburse-Materials/Supplies	\$200.00
12770780	7203	PARADIGM HEALTHCARE SERVICES LLC. – Other Services	\$1,135.92
12770781	3147	JODY PATTON – Reimburse-Materials/Supplies	\$200.00
12770782	1116	TRINIDAD PEREZ – Reimburse-Materials/Supplies	\$166.23
12770783	8572	BLAKE PETERS – Reimburse-Other Services	\$39.00
12770784	4118	KERRY PIEROTTE – Reimburse-Materials/Supplies	\$53.46
12770785	3689	PIONEER VALLEY ED. PRESS – Books	\$22,381.26
12770786	4686	JOHN PORRAS – Reimburse-Materials/Supplies	\$200.00
12770787	4263	JEREMY PRINCETTA – Reimburse-Materials/Supplies	\$200.00
12770788	7091	ANASTASIA PRISAZNIK – Reimburse-Materials/Supplies	\$200.00
12770789	6035	PROJECT SURVIVAL CAT HAVEN – Monroe Study Trip	\$1,137.00
12770790	5620	ANGELA PROTZMAN – Reimburse-Mileage	\$88.69
12770791	7390	QUADIENT INC. – Services/Repair	\$1,120.11

Warrant Register For Warrants

Dated 03/07/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12770792	7746	DANA RAULINO – Reimburse-Other Services	\$58.00
12770793	2956	JACQUELINE A. RAVEN – Reimburse-Materials/Supplies	\$96.35
12770794	7862	JAIMIE RICHMOND – Reimburse-Materials/Supplies	\$200.00
12770795	3851	PATRICIA RODRIGUEZ – Reimburse-Materials/Supplies	\$200.00
12770796	7676	ROXANA RODRIGUEZ – Reimburse-Materials/Supplies	\$200.00
12770797	6028	MARIA ROSALES – Reimburse-Materials/Supplies	\$191.17
12770798	6328	SAM ACADEMY – Jefferson Study Trip	\$1,800.00
12770799	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$1,230.69
12770800	7979	SENSORY ROCK LLC – Monroe Study Trip	\$280.00
12770801	4186	ISAIAS SERRATO III – Reimburse-Materials/Supplies	\$200.00
12770802	7337	JAMEE SERRATO – Reimburse-Materials/Supplies	\$126.74
12770803	6326	SHANNON SHUKLIAN – Reimburse-Materials/Supplies	\$200.00
12770804	6061	DANA SILVA – Reimburse-Materials/Supplies	\$200.00
12770805	1356	SILVAS OIL COMPANY INC. – Materials/Supplies	\$498.50
12770806	7871	KATHERINE SIPPEL – Reimburse-Materials/Supplies	\$148.40
12770807	1367	SISC III – Health/Welfare Benefits	\$730,704.75
12770808	7113	AMANDA SKADAN – Reimburse-Materials/Supplies	\$32.41
12770809	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$706.39
12770810	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$489.58
12770811	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$24,232.22
12770812	6895	TAETUM SOUZA – Reimburse-Materials/Supplies	\$188.75
12770813	3128	COURTNEY STONE – Reimburse-Materials/Supplies	\$197.80
12770814	5622	JOANNA STONE – Reimburse-Mileage	\$85.82
12770815	4541	STONE'S CONCRETE LLC – Materials/Supplies	\$606.74
12770816	7338	CINDY STOWE – Reimburse-Materials/Supplies	\$290.22
12770817	2847	PAULINE STRAMBI – Reimburse-Materials/Supplies	\$199.12
12770818	8152	MARIO TAFOLLA – Reimburse-Materials/Supplies	\$200.00
12770819	4114	TULARE COUNTY OFFICE OF EDUCATION – Other Services, Travel/Conf	\$6,525.00
12770820	1521	UNITED REFRIGERATION INC. – Materials/Supplies	\$1,152.30
12770821	8245	VALLEY PAINT & SUPPLY LLC – Materials/Supplies	\$42.45
12770822	4494	ROBERTA VASQUEZ – Reimburse-Materials/Supplies	\$97.82
12770823	1554	SONIA VELO – Reimburse-Mileage	\$114.24
12770824	1575	WALMART COMMUNITY RFCSLLC – Materials/Supplies	\$3,719.57
12770825	3863	WILLIAM WILKINSON – Reimburse-Materials/Supplies	\$107.44
12770826	7247	FREDERICK WILLIAMS – Reimburse-Materials/Supplies	\$200.00
12770827	7229	LEANN WILLIAMSON – Reimburse-Travel/Conference	\$469.97
12770828	8573	LUTTRELL YOUNG – Reimburse-Other Services	\$39.00
12770829	8013	SARAH ZUFELT – Advance-Mileage	\$23.80

Total Amount of All Warrants:

\$1,530,157.25

Credit Card Register For Payments
Dated 03/07/2025

Document Number	Vendor Number	Vendor Name	Amount
14041085	176	BSN SPORTS – Materials/Supplies	\$2,123.86
14041086	3089	COMMITTEE FOR CHILDREN – Materials/Supplies	\$578.08
14041087	509	EWING IRRIGATION PRODUCTS – Materials/Supplies	\$1,623.50
14041088	4092	FITNESS FINDERS INC – Materials/Supplies	\$339.80
14041089	1214	REALLY GOOD STUFF – Materials/Supplies	\$30.52
14041090	5397	SCHOLASTIC EDUCATION – Books	\$2,858.26
Total Amount of All Credit Card Payments:			\$7,554.02

**Warrant Register For Warrants
Dated 03/12/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12771359	8416	BOARD & BRUSH – Materials/Supplies	\$2,675.00
12771360	1521	UNITED REFRIGERATION INC. – Materials/Supplies	\$647.09
12771361	3154	UPS – Postage	\$23.91
Total Amount of All Warrants:			\$3,346.00

Warrant Register For Warrants

Dated 03/14/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12771440	6431	AMAZON.COM – Materials/Supplies	\$10,984.50
12771441	6253	AT&T – Telephone Communications	\$163.27
12771442	8565	AVID CENTER – Travel/Conference	\$1,990.00
12771443	1690	BATTERY SYSTEMS – Materials/Supplies	\$1,007.54
12771444	6112	JENNIFER BAYS – Reimburse-Materials/Supplies	\$95.44
12771445	8574	MEGAN BETANCOURT – Reimburse-Materials/Supplies	\$150.79
12771446	7399	BIMBO BAKERIES USA – Food Services-Food	\$475.38
12771447	8581	TARA BORBA – Reimburse-Other Services	\$39.00
12771448	8406	BRIGAIID LLC – Food Services-Subagreement Services	\$29,166.66
12771449	184	BUREAU OF EDUCATION & RESEARCH – Travel/Conference	\$1,095.00
12771450	8575	ANTHONY BURSIAGA – Reimburse-Other Services	\$20.00
12771451	355	CDT INC. – Other Services	\$132.00
12771452	1667	CDW GOVERNMENT INC. – Equipment, Other Services, Materials/Supplies	\$56,403.24
12771453	303	CHAFFEE ZOO – Washington Study Trip	\$975.00
12771454	7099	CHARGEPOINT INC. – Other Services	\$3,120.00
12771455	8518	MAGGIE COURTIS – Other Services	\$2,102.46
12771456	3973	DANIELLE DARPLI – Reimburse-Mileage	\$80.50
12771457	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$105.58
12771458	416	DEMCO INC. – Materials/Supplies	\$110.61
12771459	4815	DIGITECH INTEGRATIONS INC – Services/Repair	\$580.02
12771460	433	DISCOVERY CENTER – Lincoln Study Trip	\$1,275.00
12771461	433	DISCOVERY CENTER – Richmond Study Trip	\$945.00
12771462	8571	AMY DOMINGUEZ – Reimburse-Materials/Supplies	\$200.00
12771463	7456	EIDE BAILLY LLP – Other Services	\$6,575.00
12771464	8284	FORD FARMS – Roosevelt Study Trip	\$1,020.00
12771465	2290	ROBERT A. GARCIA – Payroll Reissue	\$7.48
12771466	1393	GAS COMPANY – Utilities	\$11,353.60
12771467	591	GOLD STAR FOODS – Food Services-Food	\$30,577.11
12771468	4075	PETER GONSALVES – Advance-Travel/Conference	\$22.00
12771469	8153	JEWELIE HANEY – Reimburse-Materials/Supplies	\$164.59
12771470	5813	HANFORD FOX THEATER – Woodrow Field Trip	\$1,750.00
12771471	8246	MANDI HANSEN – Reimburse-Materials/Supplies	\$93.33
12771472	5855	HOBBY LOBBY – Materials/Supplies	\$582.63
12771473	8220	IMAGE 2000 FRESNO – Materials/Supplies	\$292.26
12771474	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$6,428.70
12771475	3015	INSECT LORE – Materials/Supplies	\$137.61
12771476	8577	ERIC JONES – Reimburse-Other Services	\$25.00
12771477	6493	KELLIE JONES – Reimburse-Materials/Supplies	\$200.00
12771478	796	KINGS COUNTY OFFICE OF ED – Other Services	\$33,179.60
12771479	806	KINGS COUNTY TROPHY – Materials/Supplies	\$102.96
12771480	808	KINGS WASTE & RECYCLING – Utilities	\$150.25
12771481	986	LAWNMOWER MAN – Materials/Supplies	\$96.53
12771482	8579	ZORAIDA LISUA – Reimburse-Other Services	\$25.00
12771483	7821	LOW COST EARBUDS – Warehouse Inventory	\$4,043.07
12771484	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$2,655.92
12771485	8435	N HARRIS COMPUTER CORPORATION – Food Services-Other Services	\$82.50
12771486	6018	NAfME – Membership Dues	\$158.00
12771487	5498	NATHAN NAGATANI – Advance-Travel/Conference	\$22.00

Warrant Register For Warrants Dated 03/14/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12771488	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies	\$618.81
12771489	8210	PACIFIC SHREDDING – Services	\$253.00
12771490	2011	MARICELY PIMENTEL – Reimburse-Materials/Supplies	\$200.00
12771491	3689	PIONEER VALLEY ED. PRESS – Materials/Supplies, Books	\$11,328.61
12771492	7445	PRO-PT – Other Services	\$110.00
12771493	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$17,819.93
12771494	6035	PROJECT SURVIVAL CAT HAVEN – Richmond Study Trip	\$404.00
12771495	7580	PRUDENTIAL OVERALL SUPPLY – Other Services	\$3,163.50
12771496	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$244.30
12771497	7401	RIVERSIDE INSIGHTS – Materials/Supplies	\$382.75
12771498	7346	RMA GEOSCIENCE INC. – Monroe TK/K Project	\$2,156.00
12771499	3883	SHEREESE ROSE – Reimburse-Travel/Conference, Mileage	\$50.08
12771500	8024	ROYALE MANAGEMENT GROUP LLC – Other Services	\$998.50
12771501	1285	SAFETY-KLEEN SYSTEMS INC.- Other Services	\$204.34
12771502	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$248.44
12771503	2013	MICHELLE SCHOFIELD – Reimburse-Materials/Supplies	\$200.00
12771504	8570	SCHOOLHOUSE CONNECTION – Travel/Conference	\$1,300.00
12771505	4748	TARYN SCHRECKENGOST – Reimburse-Materials/Supplies	\$200.00
12771506	3131	SHERWIN-WILLIAMS CO – Materials/Supplies	\$27.25
12771507	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$218.13
12771508	2006	JOHN SNYDER – Reimburse-Materials/Supplies	\$53.49
12771509	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$2,416.62
12771510	8582	AARON SPARKS – Reimburse-Other Services	\$39.00
12771511	773	SPORTS OFFICIATING SERVICE – Other Services	\$870.00
12771512	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$30,888.02
12771513	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$49,559.30
12771514	2176	TOLEDO PHYSICAL EDUCATION – Materials/Supplies	\$1,436.38
12771515	4017	JOSE TORRES – Reimburse-Materials/Supplies	\$200.00
12771516	1508	U.S. POSTAL SERVICE (CMRS-POP) – Postage	\$4,000.00
12771517	21	VISALIA ADVENTURE PARK – Richmond Field Trip	\$1,356.00
12771518	6943	WEST VALLEY SUPPLY – Materials/Supplies	\$191.98
Total Amount of All Warrants:			\$342,100.56

Credit Card Register For Payments

Dated 03/14/2025

Document Number	Vendor Number	Vendor Name	Amount
14041132	176	BSN SPORTS – Materials/Supplies	\$291.02
14041133	5261	COMMERCIAL RADIATOR WORKS INC – Food Services-Services/Repair	\$2,080.65
14041134	6073	FIDELITY SAFETY & TRAINING LLC – Food Services-Other Services	\$1,242.00
14041135	4092	FITNESS FINDERS INC – Other Services	\$169.95
14041136	7836	FOLLETT CONTENT SOLUTIONS LLC – eBooks	\$94.50
14041137	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$477.00
14041138	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$995.90
14041139	2524	ROCHESTER 100 INC. – Materials/Supplies	\$171.60
14041140	5120	SAFETY DEPOT – Materials/Supplies	\$259.57
14041141	3849	SCHOLASTIC BOOK CLUBS – Materials/Supplies	\$180.18
14041142	5391	STARFALL EDUCATION – Other Services	\$355.00
14041143	1466	TERMINIX COMMERCIAL – Services	\$488.00
14041144	1747	TERMINIX INTERNATIONAL – Food Services-Services	\$40.00
Total Amount of All Credit Card Payments:			\$6,845.37

Hanford Elementary School District
Minutes of the Regular Board Meeting
March 12, 2025

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 12, 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, Cristy Goins, Lindsey Calvillo, David Endo, David Goldsmith, Lindsay Hastings, Robert Heugly, Rick Johnston, Jaime Martinez, Cynthia Pursell, Jill Rubalcava, Cruz Sanchez-Leal, and Jay Strickland.

Closed Session Trustees adjourned to closed session at 5:30 p.m. for the purpose of discussing:

- Student Discipline pursuant to Education Code section 48918
- Personnel pursuant to Government Code 54957

Open Session Trustees returned to open session at 5:57 p.m.

Case #24-38 Trustee Hernandez moved to revoke readmission for Case #24-38 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 6, 2025. Trustee Revious seconded; motion carried 5-0:

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

Personnel No action was taken by the Board.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments None

Board and Staff Comments Joy Gabler, Superintendent, highlighted the student LCAP event that took place that morning organized by Jill Rubalcava, Harmini Hernandez, Robert Heugly, Kristina Baldwin and the Curriculum & Instruction team. Students had the opportunity to provide input in various areas of their education and to taste scratch cooked items that the Food Services Department has been researching for the past four months. It was a wonderful event, and we gathered great input from our students.

Superintendent Gabler also gave a shout-out to the Food Services Department. Annaliese Roa and her team received a positive review from the California Department of Education on the five-year review. They received many compliments

on the program including the clean kitchen facilities and the positive interaction of food service staff with students.

Dates to Remember

President Garcia reviewed dates to remember: Regular Board Meeting – March 26th; Girls' Diamon Classic (Softball) – April 7th.

CONSENT ITEMS

Trustee Garner made a motion to take consent items "a" through "e" together. Trustee Hernandez 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 "e". 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 19, 2025; February 21, 2025; February 26, 2025 and February 28, 2025.
- b) Minutes of the Regular Board Meeting held on February 26, 2025.
- c) Interdistrict transfers as recommended.
- d) Donation of Dictionaries from Sunset Rotary to Lee Richmond 3rd Grade.
- e) Donation of Dictionaries from Sunset Rotary to Washington 3rd Grade.

Vice-President Garner thanked donors for donations.

INFORMATION ITEMS

HESD Parent Survey

- a) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information the Hanford Elementary School District Parent Survey. He compared last year's result to this year.

BP/AR 0460

- b) Jay Strickland, Assistant Superintendent, presented for information the revised Board Policy and Administrative Regulation 5148.2 – Before/After School Program.

BP/AR 6020

- c) Jill Rubalcava, Assistant Superintendent, presented for information the revised Board Policy and Administrative Regulation 6158 – Independent Study.

BOARD POLICIES AND ADMINISTRATION

Resolution #23-25

- a) Trustee Garner made a motion to adopt Resolution #23-25: Regarding Absent Board Member Compensation – L. Hernandez. Trustee Revious seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

E-Rate Form - WiFi

- b) Trustee Revious made a motion to approve E-Rate Form 471 Application for year 2025 to upgrade of UPS protection units, update of MDF network cabinets and cabling and expansion of outdoor WiFi. Trustee Strickland seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

E-Rate Form – Internet Access

- c) Trustee Garner made a motion to approve E-Rate Form 471 and RFP Application for year 2025 for high-speed internet access. Trustee Hernandez seconded; motion carried 5-0:
Garcia – Yes
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Surplus

- d) Trustee Strickland made a motion to declare items surplus. Trustee Hernandez 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 “d” together. Trustee Hernandez 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 "d".
Trustee Hernandez seconded; the motion carried 5-0:

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

***Item "a" –
Employment***

The following items were approved:

Classified

- 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

Administrative 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

***Item "b" – Leave
of Absence***

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

***Item "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
- Brittnei 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

***Item "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

FINANCIAL

**RBC Capital
Markets, LLC**

- a) Trustee Revious made a motion to approve the investment banking agreement with RBC Capital Markets, LLC. Trustee Garner seconded; the motion carried 5-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Yes
 - Revious – Yes
 - Strickland – Yes

Adjournment There being no further business, President Garcia adjourned the meeting at 6:15 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-269	A	Kennedy	Pioneer	3/17/2025

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: March 6, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 26, 2025

ITEM: Donation of \$3,135.70 from Jefferson Parent Teacher Club to Jefferson Academy.**PURPOSE:** To be used to cover study trip costs.**FISCAL IMPACT:** Increase of \$3,135.70 to Jefferson Budget as follows:

0100-1100-0-1110-1000-571020-021-0000 \$1,872.20

0100-1100-0-1110-1000-580000-021-0000 \$1,263.50

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: March 6, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 26, 2025

ITEM: Donation of \$450.43 from Jefferson Associated Student Body to Jefferson Academy.

PURPOSE: To be used to cover costs of material and supplies.

FISCAL IMPACT: Increase of \$450.43 to Jefferson Budget as follows:

0100-1100-0-1110-1000-430000-021-0000 \$450.43

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Amy Fochetti

DATE: 03/17/2025

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 26, 2025


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

PURPOSE: General Fund (Yearbooks, Awards, Sports Rewards, EOY 6th grade Reward, etc.) – 0100-1100-0-1110-1000-430000-027-0000

FISCAL IMPACT:

\$6700.00

RECOMMENDATION: Approve donation.

JOSEPH M. SIMAS SCHOOL PARENT TEACHER CLUB 1875 FITZGERALD LANE HANFORD, CA 93230 (559)585-3700		2271 90-7300/3211
Date <u>3/17/2025</u>		CHECK ARMOR PHOTO PROTECTION
PAY TO THE ORDER OF <u>Hanford Elem. School District</u>		\$ <u>6700⁰⁰</u>
<u>Six Thousand Seven hundred and No/100</u>		Dollars
FAST FEDERAL CREDIT UNION	312 W. 7TH STREET HANFORD, CA 93230-4540 PHONE 559-584-0922	
For <u>Donation to Gen. Fund</u>		
⑆32⑆⑆7300⑆⑆ 0000⑆44⑆442⑆ 227⑆		

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jennifer Levinson

DATE: March 17, 2025

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

Date you wish to have your item considered: March 26, 2025

ITEM: Donation of \$6,000.00 from Monroe PTC to Monroe Elementary.PURPOSE: Accept donation of \$6,000.00 from Monroe PTC to Monroe Elementary.FISCAL IMPACT (if any): 0100-0-1100-0-1110-1000-430000-024-0000RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/17/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/26/2025

ITEM:

Receive for information monthly financial reports for the period of 07/01/2024-02/28/2025.

PURPOSE:

Attached are financial summaries for all of the District funds for the period of 07/01/2024-02/28/2025.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

Fiscal Position Report
February 2025

Fund: 0100 General Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$54,620,284.29	\$54,620,284.29		
REVENUES						
1) LCFF Sources	8010-8099	\$5,285,245.00	\$49,660,530.05	\$76,931,896.00	64.55	35.45
2) Federal Revenues	8100-8299	\$91,513.00	\$6,210,584.80	\$7,821,683.65	79.40	20.60
3) Other State Revenues	8300-8599	\$1,113,832.00	\$18,774,308.32	\$16,952,112.29	110.75	(10.75)
4) Other Local Revenues	8600-8799	\$229,121.82	\$3,588,706.13	\$6,236,923.27	57.54	42.46
5) Total, Revenues		\$6,719,711.82	\$78,234,129.30	\$107,942,615.21	72.48	27.52
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$3,616,413.92	\$25,627,658.34	\$40,283,284.44	63.62	36.38
2) Classified Salaries	2000-2999	\$1,388,551.36	\$10,842,159.88	\$16,708,816.70	64.89	35.11
3) Employee Benefits	3000-3999	\$2,097,516.90	\$14,415,301.33	\$27,893,912.33	51.68	48.32
4) Books and Supplies	4000-4999	\$182,630.49	\$3,743,526.92	\$6,332,803.64	59.11	40.89
5) Services, Oth Oper Exp	5000-5999	\$384,991.11	\$4,621,293.43	\$8,143,539.25	56.75	43.25
6) Capital Outlay	6000-6999	\$191,116.56	\$1,882,788.56	\$5,609,097.50	33.57	66.43
7) Other Outgo(excl. 7300`s)	7100-7499	\$205,588.60	\$921,837.99	\$3,756,331.59	24.54	75.46
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$100,000.00)	0.00	100.00
9) Total Expenditures		\$8,066,808.94	\$62,054,566.45	\$108,627,785.45	57.13	42.87
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$800,000.00	0.00	100.00
B) Transfers Out	7610-7629	\$0.00	\$301,759.00	\$301,759.00	100.00	0.00
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$605,710.60	\$605,710.60	100.00	0.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$303,951.60	\$1,103,951.60	53.15	46.85
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$1,347,097.12)</u>	<u>\$16,483,514.45</u>	<u>\$418,781.36</u>		
ENDING FUND BALANCE			<u><u>\$71,103,798.74</u></u>	<u><u>\$55,039,065.65</u></u>		

Fiscal Position Report
February 2025

Fund: 0800 Student Activity Special Revenue Fund

	February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE					
Net Beginning Balance 9791-9795		\$25,365.81	\$25,365.81		
NET INCREASE (DECREASE) IN FUND BALANCE					
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE		<u><u>\$25,365.81</u></u>	<u><u>\$25,365.81</u></u>		

Fiscal Position Report
February 2025

Fund: 0900 Charter Schools Fund

	February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE					
Net Beginning Balance 9791-9795		\$63.44	\$63.44		
NET INCREASE (DECREASE) IN FUND BALANCE					
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE		<u><u>\$63.44</u></u>	<u><u>\$63.44</u></u>		

Fiscal Position Report
February 2025

Fund: 1300 Cafeteria Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$4,445,781.13	\$4,445,781.13		
REVENUES						
2) Federal Revenues	8100-8299	\$304,950.21	\$1,552,550.73	\$3,922,297.00	39.58	60.42
3) Other State Revenues	8300-8599	\$87,327.80	\$440,988.86	\$1,275,407.00	34.58	65.42
4) Other Local Revenues	8600-8799	\$4,193.80	\$87,764.15	\$172,153.00	50.98	49.02
5) Total, Revenues		\$396,471.81	\$2,081,303.74	\$5,369,857.00	38.76	61.24
EXPENDITURES						
2) Classified Salaries	2000-2999	\$127,659.27	\$935,237.09	\$1,516,414.00	61.67	38.33
3) Employee Benefits	3000-3999	\$55,481.23	\$380,841.11	\$631,000.00	60.36	39.64
4) Books and Supplies	4000-4999	\$182,655.53	\$1,300,996.79	\$2,552,088.21	50.98	49.02
5) Services, Oth Oper Exp	5000-5999	\$3,672.58	\$36,106.99	\$167,142.00	21.60	78.40
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$228,000.00	0.00	100.00
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$100,000.00	0.00	100.00
9) Total Expenditures		\$369,468.61	\$2,653,181.98	\$5,194,644.21	51.08	48.92
NET INCREASE (DECREASE) IN FUND BALANCE		<u>\$27,003.20</u>	<u>(\$571,878.24)</u>	<u>\$175,212.79</u>		
ENDING FUND BALANCE			<u><u>\$3,873,902.89</u></u>	<u><u>\$4,620,993.92</u></u>		

Fiscal Position Report
February 2025

Fund: 1400 Deferred Maintenance Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$232,523.66	\$232,523.66		
REVENUES						
1) LCFF Sources	8010-8099	\$0.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$5,692.18	\$6,825.00	83.40	16.60
5) Total, Revenues		\$0.00	\$305,692.18	\$306,825.00	99.63	0.37
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$92,019.95	\$320,250.52	28.73	71.27
6) Capital Outlay	6000-6999	\$0.00	\$176,327.04	\$185,300.00	95.16	4.84
9) Total Expenditures		\$0.00	\$268,346.99	\$505,550.52	53.08	46.92
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$37,345.19	(\$198,725.52)		
ENDING FUND BALANCE			\$269,868.85	\$33,798.14		

Fiscal Position Report
February 2025

Fund: 1500 Pupil Transportation Equip

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$475,593.10	\$475,593.10		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$7,034.10	\$14,000.00	50.24	49.76
5) Total, Revenues		\$0.00	\$7,034.10	\$14,000.00	50.24	49.76
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$258,380.59	\$321,763.99	80.30	19.70
9) Total Expenditures		\$0.00	\$258,380.59	\$321,763.99	80.30	19.70
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$0.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		<u>\$0.00</u>	<u>(\$151,346.49)</u>	<u>(\$207,763.99)</u>		
ENDING FUND BALANCE			<u><u>\$324,246.61</u></u>	<u><u>\$267,829.11</u></u>		

Fiscal Position Report
February 2025

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER F

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$14,428,373.42	\$14,428,373.42		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$240,060.82	\$500,000.00	48.01	51.99
5) Total, Revenues		\$0.00	\$240,060.82	\$500,000.00	48.01	51.99
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$201,759.00	\$201,759.00	100.00	0.00
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$800,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$201,759.00	(\$598,241.00)	20.14	79.86
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$441,819.82	(\$98,241.00)		
ENDING FUND BALANCE			\$14,870,193.24	\$14,330,132.42		

Fiscal Position Report
February 2025

Fund: 2140 Building Funds - Local 4

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$70,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$70,000.00	0.00	100.00
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$225,000.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$225,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$400,000.00	0.00	100.00
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$0.00	\$7,925,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$7,525,000.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,370,000.00</u>		
ENDING FUND BALANCE			<u><u>\$0.00</u></u>	<u><u>\$7,370,000.00</u></u>		

Fiscal Position Report
February 2025

Fund: 2500 CapitalFacilities Fund

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$2,296,680.84	\$2,296,680.84		
REVENUES						
4) Other Local Revenues	8600-8799	\$94,832.69	\$828,365.72	\$750,000.00	110.45	(10.45)
5) Total, Revenues		\$94,832.69	\$828,365.72	\$750,000.00	110.45	(10.45)
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$3,625.00	\$59,485.00	\$80,000.00	74.36	25.64
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$3,625.00	\$59,485.00	\$80,000.00	74.36	25.64
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$511,871.06	\$1,300,000.00	\$788,128.94	164.95	(64.95)
4) Total, Other Financing Sources/Uses		(\$511,871.06)	(\$1,300,000.00)	(\$788,128.94)	164.95	(64.95)
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$420,663.37)</u>	<u>(\$531,119.28)</u>	<u>(\$118,128.94)</u>		
ENDING FUND BALANCE			<u><u>\$1,765,561.56</u></u>	<u><u>\$2,178,551.90</u></u>		

Fiscal Position Report
February 2025

Fund: 3500 SCHOOL FACILITY PROGRAM

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$4,747,489.93	\$4,747,489.93		
REVENUES						
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$3,360,231.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$80,882.21	\$70,000.00	115.55	(15.55)
5) Total, Revenues		\$0.00	\$80,882.21	\$3,430,231.00	2.36	97.64
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$1,401,385.74	\$4,647,972.44	\$9,415,581.70	49.36	50.64
9) Total Expenditures		\$1,401,385.74	\$4,647,972.44	\$9,415,581.70	49.36	50.64
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$511,871.06	\$1,300,000.00	\$12,274,758.35	10.59	89.41
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$511,871.06	\$1,300,000.00	\$12,274,758.35	10.59	89.41
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$889,514.68)</u>	<u>(\$3,267,090.23)</u>	<u>\$6,289,407.65</u>		
ENDING FUND BALANCE			<u><u>\$1,480,399.70</u></u>	<u><u>\$11,036,897.58</u></u>		

Fiscal Position Report
February 2025

Fund: 4000 Special Reserve - Capital Outlay

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$10,996,629.41	\$10,996,629.41		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$181,604.86	\$300,000.00	60.53	39.47
5) Total, Revenues		\$0.00	\$181,604.86	\$300,000.00	60.53	39.47
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$103,580.32	\$103,580.32	100.00	0.00
9) Total Expenditures		\$0.00	\$103,580.32	\$103,580.32	100.00	0.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$0.00	0.00	100.00
B) Transfers Out	7610-7629	\$0.00	\$0.00	\$11,086,629.41	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	(\$11,086,629.41)	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$78,024.54	(\$10,890,209.73)		
ENDING FUND BALANCE			\$11,074,653.95	\$106,419.68		

Fiscal Position Report
February 2025

Fund: 6720 Self-Insurance/Other

		February Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$962,944.61	\$962,944.61		
REVENUES						
4) Other Local Revenues	8600-8799	\$4,556.00	\$447,924.71	\$867,200.00	51.65	48.35
5) Total, Revenues		\$4,556.00	\$447,924.71	\$867,200.00	51.65	48.35
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$99,400.05	\$453,071.84	\$820,000.00	55.25	44.75
9) Total Expenditures		\$99,400.05	\$453,071.84	\$820,000.00	55.25	44.75
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$94,844.05)</u>	<u>(\$5,147.13)</u>	<u>\$47,200.00</u>		
ENDING FUND BALANCE			<u><u>\$957,797.48</u></u>	<u><u>\$1,010,144.61</u></u>		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/30/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 3/26/2025

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3100 – Budget

PURPOSE:

Policy updated to clarify that regardless of the option chosen for budget advisory committees, representation of Governing Board members on the committee may not comprise a majority of the Board, since having a quorum participate in any committee would in essence create a Board meeting when the committee meets. Additionally, policy updated to reference **NEW LAW (AB 176, 2024)** which provides that (1) attendance generated through an attendance recovery program will be excluded from the average daily attendance of the district, and (2) when a school is between base year eligibility determinations, any current or newly enrolled students who are eligible for free or reduced-priced meals may be included for purposes of the local control funding formula (LCFF). In addition, policy updated to reflect **NEW LAW (SB 114, 2023)** which requires districts that receive LCFF equity multiplier funding to include specific goals in the local control and accountability plan, and reference **NEW LAW (SB 153, 2024)** which provides that if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to the California Department of Education. Policy also updated to clarify that the Board may approve a plan for meeting the district's long-term obligations to fund contributions to other defined pension plans such as the California State Teachers Retirement System in addition to the California Public Employees' Retirement System.

Regulation updated to reflect **NEW LAW (AB 721, 2023)** which, beginning January 1, 2027, repeals the requirement to publish notification of the hearing date and location for inspection for the district's proposed budget in a newspaper of general circulation, and instead requires the information to be posted prominently on the district's website homepage at least three days before the availability of the proposed budget for public inspection.

ADM-018

7/07

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the revised Board Policy and Administrative Regulation at the next board meeting:

BP/AR 3100 – Budget

Policy 3100: Budget

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~10/01/2015 | Last Revised Date: ~~10/23/2019~~12/01/2024 |

Last Reviewed Date: ~~10/23/2019~~12/01/2024

The Governing Board ~~of Trustees~~ recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. ~~The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians.~~ (Education Code 42103, 42127, 52062, 52064.1)

The Board shall adopt the district budget at a public meeting held after the date of the public hearing, but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

Budget Criteria and Standards

The district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 1544015450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451, which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

Additionally, the district budget shall provide for increased or improved services for each school which generates LCFF equity multiplier funding. (Education Code 42238.024, 52064)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as ~~resources that~~resourcesthat are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact-
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law-
3. Committed fund balance includes amounts constrained to specific purposes by the Board-

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be

determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California

Public Employees' Retirement System (CalPERS) or other defined pension plans such as the California State Teachers Retirement System which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually

reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose whether ~~or not~~ it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Regulation 3100: Budget

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~ 03/01/2019 | **Last Revised Date:** ~~10/23/2019~~ 12/01/2024 |

Last Reviewed Date: ~~10/23/2019~~ 12/01/2024

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing ~~Board of Trustees~~ members, provided that less than a majority of the Board serves on the committee
2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

The committee's duties may include, but are not necessarily limited to:

1. Making recommendations regarding budget priorities which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public

hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as ~~required by Education Code 42103~~specified in Education Code 42103. Beginning January 1, 2027, this notification, rather than being published in a newspaper of general circulation as described above, shall be prominently posted on the homepage of the district's website at least three days before the availability of the proposed budget for public inspection.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may appear and object to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak.

(Education Code 42103)

Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. -For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/17/2024

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/26/2025

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3280 – Sale or Lease of District-Owned Real Property

PURPOSE:

Policy updated to delete provision that until July 1, 2024, the Governing Board may elect not to appoint a district advisory committee for the sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction, as this exception has expired. Additionally, policy updated to add that before taking any action to dispose of surplus real property, the Board is required to declare, at a regular meeting supported by written findings that, under the Surplus Land Act, the land is either surplus land or exempt surplus land. In addition, policy updated to reflect **NEW LAW (AB 480, 2023)** which provides that the Board may decide not to make such a declaration if the district provides notice and opportunity for public comment, as specified. In addition, policy updated to reflect **NEW GUIDELINES** which require the Board to provide the Department of Housing and Community Development (HCD) a copy of the Board's declarations and findings supporting the Board's determination that the property is exempt surplus land at least 30 days prior to disposing of the exempt surplus land, and **NEW LAW (SB 229, 2023)** which provides that if the district has received notification from HCD, the Board may not pursue a final action to ratify or approve the proposed disposal of surplus land unless the Board holds an open and public meeting to review and consider the substance of the notice. Policy also updated to delete the provision which authorized the proceeds from the sale or lease of property purchased entirely with local funds to be used for any general fund purpose, as that authorization has expired.

Regulation updated to reflect **NEW LAW (AB 480, 2023)** which adds new definitions related to surplus property.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the revised Board Policy and Administrative Regulation at the next board meeting:

BP/AR 3280 – Sale or Lease of District-Owned Real Property

Policy 3280: Sale Or Lease Of District-Owned Real Property

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~07/01/2011 | Last Revised Date: 12/~~12/2018~~01/2024 | Last Reviewed Date: 12/~~12/2018~~01/2024

The Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

~~The Prior to the sale or lease of any surplus real property, the~~ Board shall appoint a district advisory committee ~~prior to the sale or lease of any surplus real property~~ to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. ~~Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the~~ The Board may elect not to appoint a district advisory committee ~~for any of the following: (Education Code 17388, 17391)~~

~~(Education Code 17387-17391)~~

- ~~1. A rental of property for a period of time not exceeding 30 days~~
- ~~2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school~~
- ~~3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing~~

~~In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by~~ the local planning agency ~~has adopted a general plan~~ that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. ~~(Government Code 65402)~~

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. ~~(Public Resources Code 21000-21177; 14 CCR 15061-15062)~~

~~The Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the district in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)~~

~~Before taking action to dispose of any land, the Board shall declare, at a regular meeting, supported by written findings that, under the Surplus Land Act, the land is either (1) surplus land or (2) exempt surplus land. (Government Code 54221)~~

~~However, if the land involved is exempt surplus land as specified in Government Code 54221(f)(1), the Board, at its discretion, may decide not to make such a declaration. Instead of the declaration, the Board may identify the land as exempt surplus land in a notice that is published and available for public comment and to the entities identified in Government Code 54222 at least 30 days before the exemption takes effect. (Government Code 54221)~~

~~Additionally, at least 30 days prior to disposing of exempt surplus land, the district shall provide the Department of Housing and Community Development (HCD) a copy of the Board's declarations and~~

findings supporting the Board's determination that the land is exempt surplus land using the form prescribed by HCD. (Government Code 54221)

If the district has received notification from HCD that the district has violated the Surplus Land Act pursuant to Government Code 54230.5, the Board shall not pursue a final action to ratify or approve the proposed disposal of surplus land unless the Board holds an open and public meeting in compliance with Government Code 54230.7 to review and consider the substance of the notice.

When selling or leasing district real property, the Board shall comply with ~~the priorities and applicable~~ procedures and give priority to specified ~~in applicable~~ public agencies as required by law. (Education Code 17230, 17464, 17485-~~17499~~17500; Government Code ~~54222~~54221-54234)

~~In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.~~

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

~~In accordance with Education Code 17470~~At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former ~~owners of the owner from whom the district acquired the~~ property ~~of the district's intent to sell it.~~ (Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids.

(Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus district property shall generally be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. ~~(Education Code 17462)~~

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the State Allocation Board (SAB), for up to a five-year period. (Education Code 17462)

~~However, if~~ the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. ~~Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period.~~ (Education Code 17462)

Whenever the district sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the district shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the district shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

Regulation 3280: Sale Or Lease Of District-Owned Real Property

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~09/01/1990 | Last Revised Date: 12/01/2024 | Last Reviewed

Date: ~~05/16/2001~~12/01/2024

Definitions

Dispose means either (1) the sale of surplus land or (2) the lease of surplus land for a term longer than 15 years, inclusive of any extension or renewal options included in the terms of the initial lease. Dispose does not include the entering of a lease for surplus land on which no development or demolition will occur, regardless of the term of the lease. (Government Code 54221)

Under the Surplus Land Act, *exempt surplus land* means land, as described in Items #1-10 below, that is: (Government Code 54221)

1. Less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes
2. Being exchanged for another property necessary for the district's use, including easements, pursuant to Education Code 17536
3. Subject to the district advisory committee pursuant to Education Code 17388
4. Jointly occupied by the district and any private person, firm, local governmental agency or corporation pursuant to Education Code 17515
5. Being transferred to a local, state, or federal agency, or to a third-party intermediary for future dedication for the receiving agency's use, or to a federally recognized California Indian tribe
6. A former street, right of way, or easement, and is conveyed to an owner of an adjacent property
7. Developed for low- or moderate-income housing development that meets specified criteria
8. Subject to a valid legal restriction that is not imposed by the district and that makes housing prohibited, such as a conservation easement
9. Transferred to a community land trust, and meets certain specified conditions
10. Included in any of the other exemptions specified in Government Code 54221

District Advisory Committee

The district advisory committee, which may be referred to as a "7-11 Committee," on use or disposition of surplus school buildings or space shall consist of not less than seven ~~to~~ or more than 11 members representative of each of the following: (Education Code 17389)

1. The district's ethnic, age group, and socioeconomic composition

2. The business community, such as store owners, managers, or supervisors
3. Landowners or renters, with preference to representatives of neighborhood associations
4. Teachers
5. Administrators
6. Parents/guardians of students
7. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, ~~local~~including, but not limited to, knowledge of the zoning, and other ~~local~~ land use restrictions of the cities and counties in which the surplus property is located

This committee shall: (Education Code 17390)

1. Review projected school enrollment and other data to determine the amount of surplus space and real property
2. Establish and circulate throughout the attendance area a priority list for use of surplus space and real property that will be acceptable to the community
3. Hold hearings, with community input, on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes
4. Make a final determination of limits of tolerance of use of space and real property
5. Send the Governing Board ~~of Trustees its recommendations regarding a report recommending~~ uses of surplus space and real property

~~Sale, Lease or Rental for Child Care Purposes~~

~~Any surplus real property sold or leased to designated child care providers for child care and development purposes shall comply with legally specified outdoor activity space requirements for child care facilities. The provisions of Education Code 17458 shall apply to any such sale or lease.~~

~~The use of district facilities or grounds for extended day care services shall be granted only in accordance with the provisions of Education Code 38134. (Education Code 8469.5)~~

The district advisory committee shall comply with open meeting requirements of the Brown Act. (Government Code 54952)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/17/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 03/26/2025

ITEM:

Receive the following Board Policy and Administrative Regulation for information:
 BP/AR 3320 – Claims and Actions Against the District

PURPOSE:

Policy updated to incorporate material from the accompanying administrative regulation, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy. Additionally, policy updated to reference **NEW LAW (AB 452, 2023)** which provides that there are no time limits for the commencement of actions for the recovery of damages for claims of childhood sexual assault that occurred on or after January 1, 2024, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff's attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration, and in conjunction with **NEW LAW (SB 558, 2023)**, that the statute of limitations for acts of childhood sexual assault that occurred on or before December 31, 2023 is what was set forth in law on December 31, 2023. In addition, policy updated to (1) generalize and thereby make timeless the language regarding the monetary limit for a limited civil case, (2) require the Board, when a claim is presented late and is not accompanied by an application to present a late claim, to give written notice as specified to avoid potentially waiving certain legal defenses, and (3) clarify that the written notice indicating that a claim was not presented timely and is being returned without further action be done in accordance with a specified Government Code section. Policy also updated to reflect the legal change of the term "Roster of Public Agencies" to "Registry of Public Agencies", and to provide more detail regarding the information that is required to be filed with the Secretary of State and County Clerk.

Regulation deleted with material moved to Board policy, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Consider adoption of the revised Board Policy and deletion of the following Administrative Regulation at the next board meeting:

BP/AR 3320 – Claims and Actions Against the District

Policy 3320: Claims And Actions Against The District

Status: ADOPTED

Original Adopted Date: ~~11/02/2011~~03/01/2009 | Last Revised Date: ~~08/14/2019~~12/01/2024 |

Last Reviewed Date: ~~08/14/2019~~12/01/2024

The Governing Board ~~of Trustees~~ desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district established procedures consistent with the manner and time limitations specified in this Board policy. (Government Code 935)

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Board in accordance with such procedures prior to filing a lawsuit against the district for money or damages.

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider. Time Limitations

The following time limitations apply to the presentation of claims for money or damages against the district:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action (Government Code 911.2)
3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905, that are subject to a claims presentation procedure in another statute or regulation, shall be presented to the Board in accordance with the applicable governing statute or regulation (Government Code 905)
4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in Items #1 and 2 above, depending on the applicable cause of action (Government Code 911.2, 935)

Receipt of Claims

A claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's JPA or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed

If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the

Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in

Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code

910.8) Amendment to Claims

Within the time limits provided in "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee shall, within 45 days, give written notice, in the manner specified in Government Code 911.3, that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4.

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6) **Action on Claims**

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim
5. If the Board takes no action on the claim, the claim shall be deemed rejected

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$~~5~~50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

~~Revised~~ If the Board, or Superintendent when appropriate, allows the claim, in whole or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913)

Registry of Public Agencies

Within 10 days of any change in the full, legal name of the district, the mailing address of the Board, or the names, titles, and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. -(Government Code 53051)

Board Policy Manual
Hanford Elementary School District

Regulation 3320: Claims And Actions Against The District

Status:
ADOPTED

Original Adopted Date: 11/02/2011 | Last Revised Date: 02/23/2022 | Last Reviewed Date: 02/23/2022

~~Any claim against the district for money or damages shall be filed and acted upon in accordance with the Government Claims Act (Government Code 810-996.6) or other applicable law. Claims that are specifically excepted from the Government Claims Act by Government Code 905 and are not governed by any other statute or regulation may be filed and acted upon in accordance with district established procedures pursuant to Government Code 935.~~

~~Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Governing Board in accordance with such procedures prior to filing a lawsuit against the district for money or damages.~~

Time Limitations

~~The following time limitations apply to the presentation of claims for money or damages against the district:~~

- ~~1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action. (Government Code 911.2)~~
- ~~2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)~~
- ~~3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905 but are subject to a claims presentation procedure in another a statute or regulation shall be presented to the Board in accordance with the applicable governing statute or regulation. (Government Code 905)~~
- ~~4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in items #1 and 2 above, depending on the applicable cause of action. (Government Code 911.2, 935)~~

Receipt of Claims

~~A claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)~~

~~A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)~~

~~Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.~~

~~Review of Contents of the Claim~~

~~The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:~~

- ~~1. The name and post office address of the claimant~~
- ~~2. The post office address to which the person presenting the claim desires notices to be sent~~
- ~~3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted~~
- ~~4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim~~
- ~~5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known~~
- ~~6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.~~
- ~~7. The signature of the claimant or the person acting on the claimant's behalf~~

~~Notice of Claim Insufficiency~~

~~If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)~~

~~The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8) Amendment to Claims~~

~~Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)~~

~~Late Claims~~

~~When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in the section "Time Limitations" above, is not presented within that time, an~~

~~application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4, 915, 915.2)~~

~~If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)~~

~~The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)~~

~~The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)~~

- ~~1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.~~
- ~~2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.~~
- ~~3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.~~
- ~~4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.~~

~~If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4. (Government Code 911.8, 915.4)~~

~~If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6) Action on Claims~~

~~Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)~~
~~The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)~~

- ~~1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.~~
- ~~2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.~~

~~3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.~~

~~4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.~~

~~5. If the Board takes no action on the claim, the claim shall be deemed rejected.~~

~~If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)~~

~~The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913, 915.4)~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 3/17/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 3/26/2025

ITEM: AR 5141.21 Administering Medication and Monitoring Health Conditions

PURPOSE: Regulation updated to reference NEW LAW (AB 1722, 2023) which authorizes districts to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted for a suitable credentialed nurse, include definitions that pertain to new legislation, and reflect NEW LAW (AB 1651, 2023) which (1) includes holders of an Activity Supervisor Clearance Certificate as those for whom districts are required to provide epinephrine auto-injectors if they have volunteered to administer them in an emergency and have received training, and (2) requires schools that provide epinephrine auto-injectors to store them in an accessible location and include that location in annual notices to staff. Regulation also updated to reflect NEW LAW (AB 1283, 2023) which authorizes districts to provide emergency stock albuterol inhalers to school nurses or trained personnel who have volunteered, who may use the inhaler to provide emergency medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress. NEW LAW (AB 1166, 2023) which provides that employees and volunteers who render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist will not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct, and NEW LAW (AB 1810, 2022) which authorizes a school nurse or a volunteer designated and trained to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from a health care provider and is suffering from a seizure.

FISCAL IMPACT: None**RECOMMENDATIONS:** Receive updates

Board Policy Manual
Hanford Elementary School District

Regulation 5141.21: Administering Medication And Monitoring Health

Status: ADOPTED

Conditions Original Adopted Date: 05/09/2012 | Last Revised Date: 12/13/2017 | Last Reviewed Date: 12/13/2017

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Albuterol means a bronchodilator used to open the airways by relaxing the muscles around the bronchial tubes.
(Education Code 49414.7)

Inhaler means a device used for the delivery of prescribed asthma medication that is inhaled. (Education Code 49414.7)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following ~~requirements~~: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel

school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. ~~Providing~~ Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands ~~his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility~~ the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands ~~that he/she may~~ the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in Items #1-5 above, if a parent/guardian has requested that ~~his/her child~~ the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in Items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to ~~his/her child~~ the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, ~~49423.1; 5 CCR 602~~)
49423.1; 5 CCR 602)
4. If a parent/guardian has requested that ~~his/her child~~ the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and ~~not~~ maintain on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school related activities
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take ~~his/her~~ the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors and Emergency Albuterol Inhalers

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employee trained personnel who have volunteered to administer them in an emergency and have received training. The school nurse, or ~~a volunteer employee~~ when a school nurse or physician is unavailable, a trained volunteer may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life threatening symptoms of anaphylaxis at school or a school activity. A trained volunteer may include the holder of an Activity Supervisor Clearance Certificate who has received specified training. (Education Code 49414)

Additionally, the Superintendent or designee may make emergency stock albuterol inhalers available to school nurses and trained personnel who have volunteered to be used to provide medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress. (Education Code 49414.7)

At least once per school year, the Superintendent or designee shall distribute to all ~~staff~~employees a notice requesting volunteers to be trained to administer ~~an~~ epinephrine auto-~~injector and describing injectors~~ and/or stock albuterol inhalers for emergency aid to individuals exhibiting signs of anaphylaxis reaction or respiratory distress. Such notice shall also describe the training that the ~~volunteer~~volunteers will receive. (Education Code 49414, 49414.7)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 or 49414.7, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414), 49414.7

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors or stock albuterol inhalers for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or ~~epinephrine auto-injector~~ manufacturers. (Education Code 49414, 49414.7)

Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless

there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

~~If~~ The district shall store emergency epinephrine auto-injectors and stock albuterol inhalers in an epinephrine auto-injector accessible location, and shall specify such location in annual notices to staff.

If either medication is used, the school nurse or other qualified supervisor of health shall restock the ~~epinephrine auto-injector~~ medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, ~~epinephrine auto-injectors~~ all medications shall be restocked before their expiration date. (Education Code 49414, 49414.7)

Any volunteer or trained personnel who administers either medication shall initiate emergency medical services or other appropriate medical follow up in accordance with the training materials retained by the school. (Education Code 49414, 49414.7)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors and/or stock albuterol inhalers shall be provided to each volunteer and retained in ~~his/her~~ the employee's personnel file. (Education Code 49414, 49414.7)

~~(Education Code 49414)~~

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414 or 49414.7, including, but not limited to, the acceptance of epinephrine auto-injectors and/or emergency albuterol inhalers from a manufacturer or wholesaler. (Education Code 49414, 49414.7)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of ~~epinephrine autoinjectors~~ the described medications for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind ~~his/her~~ the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on ~~his/her~~ the offer to volunteer and that there will be no retaliation against any employee for rescinding ~~his/her~~ the offer to volunteer. (Education Code 49414.3)

The principal or designee ~~may~~shall designate ~~one~~two or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during ~~his/her~~ regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3, 49414.8)

~~(Education Code 49414.3)~~

Each volunteer shall meet the minimum standards of training for the administration of an emergency opioid antagonist as specified in Education Code 49414.3 or shall have undergone opioid overdose prevention and treatment training and reviewed material available on the California Department of Public Health's website.

(Education Code 49414.8)

Any prescription for naloxone hydrochloride or another opioid antagonist shall be obtained by a school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator ~~shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school~~ from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3, 49414.8)

Employees and volunteers that render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist shall not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct. (Health and Safety Code 1799.113)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer in writing and retained in ~~his/her~~the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a COE, manufacturer, or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Anti-Seizure Medication

A school nurse or, if a school nurse is not onsite or available, a volunteer designated by the district may administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from the student's health care provider and is suffering from a seizure. (Education Code 49468.2)

Upon receipt of a request from the parent/guardian of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed emergency anti-seizure medication, the Superintendent or

designee may designate one or more volunteer(s) at the student's school to receive initial and annual refresher training regarding the emergency use of anti-seizure medication. (Education Code 49468.2)

In order to solicit volunteers, the district shall distribute a notice at least once, but no more than two times per school year, to all staff that includes the following information: (Education Code 49468.2)

1. A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure
2. A description of the training that the volunteer will receive
3. The right of an employee to rescind the offer to volunteer
4. A statement that there will be no retaliation against any individual for rescinding the offer to volunteer, including after receiving training

A volunteer may rescind the offer to administer emergency anti-seizure medication at any time, including after receipt of training. (Education Code 49468.2)

If a volunteer rescinds the offer to volunteer or is no longer able to act as a volunteer for any reason, or if the placement of a student changes and the student no longer has access to a trained volunteer, the district may distribute an additional two notices per school year to all staff. (Education Code 49468.2)

Volunteer employees shall receive initial and annual refresher training, based on standards adopted by the SPI, regarding the recognition and response to seizures and the administration of emergency anti-seizure medication. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49468.2)

Before administering emergency anti-seizure medication or therapy prescribed to treat seizures in a student diagnosed with seizures, a seizure disorder, or epilepsy, the district shall obtain from the student's parent/guardian a seizure action plan as specified in Education Code 49468.3. The school or district nurse shall collaborate with the parent/guardian of each student diagnosed with seizures, a seizure disorder, or epilepsy in the development of a plan if the student does not have an individualized education plan or Section 504 plan. (Education Code 49468.3)

If the school obtains written consent from the student's parent/guardian, in accordance with 34 CFR 99.30, the seizure action plan shall be distributed to any school staff or volunteers responsible for the supervision or care of the student. (Education Code 49468.3)

Upon receipt of a request from a parent/guardian of a student diagnosed with seizure, a seizure disorder, or epilepsy, the district shall notify the parent/guardian that the student may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 or an individualized education program and shall assist the parent/guardian with the exploration of that option. (Education Code 49468.2)

Additionally, if there are no volunteers at the student's school, the Superintendent or designee shall notify the student's parent/guardian of the student's right to be assessed for services and accommodations guaranteed under Section 504 of the federal Rehabilitation Act of 1973 and the federal Individuals with Disabilities Education Act, and may ask the parent/guardian to sign such notices. (Education Code 49468.2)

The principal or designee shall notify the school nurse assigned to the school, or if a school nurse is not assigned to the school or district, the Superintendent or designee, if an employee administers an emergency anti-seizure medication. (Education Code 49468.3)

The notification described above and the seizure action plan shall be kept on file in the office of the school nurse or a school administrator, in compliance with all applicable state and federal privacy laws. (Education Code 49468.3)

The district shall provide volunteers defense and indemnification for any and all civil liability, with information stating such being provided to the volunteer in writing and retained in the volunteer's personnel file. (Education Code 49468.5)

Trained volunteers who administer emergency anti-seizure medication or medication prescribed for seizure disorder symptoms to a student diagnosed with seizures, a seizure disorder, or epilepsy who appears to be experiencing a seizure shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for acts or omissions in administering the emergency anti-seizure medication. (Education Code 49468.5)

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

State

5 CCR 600-611	Administering medication to students
Bus. Code 2700-2837	Nursing
Bus. Code 3500-3546	Physician assistants
Bus. Code 4119.2	Acquisition of epinephrine auto-injectors
Bus. Code 4119.8	Acquisition of naloxone hydrochloride or another opioid antagonist
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49407	Liability for treatment
Ed. Code 49408	Student emergency information
Ed. Code 49414	Emergency epinephrine auto-injectors
Ed. Code 49414.3	Emergency medical assistance; administration of medication for opioid overdose
Ed. Code 49414.4	Opioid Misuse
Ed. Code 49414.5	Providing school personnel with voluntary emergency training
Ed. Code 49414.7	Administration of albuterol inhalers
Ed. Code 49414.8	Funding for emergency opioid antagonists; requirements
Ed. Code 49422-49427	Employment of medical personnel
Ed. Code 49423	Administration of prescribed medication for student
Ed. Code 49423.1	Inhaled asthma medication
Ed. Code 49426.5	Licensed vocational nurses
Ed. Code 49468-49468.5	The Seizure Safe Schools Act
Ed. Code 49480	Continuing medication regimen; notice
H&S 1799.113	Opioid overdose treatment
H&S Code 11362.7-11362.85	Medicinal cannabis

Federal

20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
21 USC 812	Schedule of controlled substances
21 USC 844	Penalties for possession of controlled substance
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 99.30	Conditions under which prior written consent is required to disclose information

Management Resources

American Diabetes Association Publication	Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
American Diabetes Association Publication	Program Advisory on Medication Administration, 2005
American Diabetes Association Publication	Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
Court Decision	American Nurses Association v. Torlakson (2013) 57 Cal.4th 570
National Diabetes Education Program Publication	Helping the Student with Diabetes Succeed: A Guide for School Personnel,

Description

June 2003

Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>National Diabetes Education Program</u>
Website	<u>U.S. Department of Health and Human Services, National Heart, Lung, and Blood Institute</u>
Website	<u>American Diabetes Association</u>
Website	<u>California Department of Education, Health Services and School Nursing</u>
Website	<u>CSBA</u>
Website	<u>California Department of Public Health</u>

~~Cross References~~**Description**

3513.4	<u>Drug And Alcohol Free Schools</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>

Management Resources

Website	<u>National Diabetes Education Program</u>
Website	<u>U.S. Department of Health and Human Services, National Heart, Lung, and Blood Institute</u>
Website	<u>American Diabetes Association</u>
Website	<u>California Department of Education, Health Services and School Nursing</u>
Website	<u>CSBA</u>
Website	<u>California Department of Public Health</u>

Cross References**Description**

3513.4	<u>Drug And Alcohol Free Schools</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
4112.9	<u>Employee Notifications</u>
4112.9-E(1)	<u>Employee Notifications</u>
4119.43	<u>Universal Precautions</u>
4131	<u>Staff Development</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4219.43	<u>Universal Precautions</u>
4231	<u>Staff Development</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4319.43	<u>Universal Precautions</u>
5022	<u>Student And Family Privacy Rights</u>

Description

5022	<u>Student And Family Privacy Rights</u>
5113	<u>Absences And Excuses</u>
5113	<u>Absences And Excuses</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>
5131.62	<u>Tobacco</u>
5141	<u>Health Care And Emergencies</u>
5141	<u>Health Care And Emergencies</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.23	<u>Asthma Management</u>

Asthma Management

4112.9	<u>Employee Notifications</u>
4112.9-E(1)	<u>Employee Notifications</u>
4119.43	<u>Universal Precautions</u>
4119.43	<u>Universal Precautions</u>
4131	<u>Staff Development</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
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4231	<u>Staff Development</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4319.43	<u>Universal Precautions</u>
4319.43	<u>Universal Precautions</u>
5022	<u>Student And Family Privacy Rights</u>
5022	<u>Student And Family Privacy Rights</u>
5113	<u>Absences And Excuses</u>
5113	<u>Absences And Excuses</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>
5131.62	<u>Tobacco</u>
5131.62	<u>Tobacco</u>
5141	<u>Health Care And Emergencies</u>

Description

5141 Health Care And Emergencies

5141.22 Infectious Diseases

5141.22 Infectious Diseases

5141.23 Asthma Management

Cross References

5141.23

5141.24 Specialized Health Care Services

5141.24 Specialized Health Care Services

5141.27 Food Allergies/Special Dietary Needs

5141.27 Food Allergies/Special Dietary Needs

5141.6 School Health Services

5141.6 School Health Services

5145.6 Parent/Guardian Notifications

5145.6-E(1) Parent/Guardian Notifications

5148.2 Before/After School Programs

5148.2 Before/After School Programs

6142.8 Comprehensive Health Education

6145.2 Athletic Competition

6145.2 Athletic Competition

Cross References

6163.2 Animals At School

6163.2 Animals At School

6164.6 Identification And Education Under Section 504

5141.23 6164.6 Identification And Education Under Section 504 Asthma Management

5141.24 Specialized Health Care Services

5141.27 Food Allergies/Special Dietary Needs

5141.27 Food Allergies/Special Dietary Needs

5141.6 School Health Services

5141.6 School Health Services

5145.6 Parent/Guardian Notifications

5145.6-E(1) Parent/Guardian Notifications

5148.2 Before/After School Programs

5148.2 Before/After School Programs

6142.8 Comprehensive Health Education

6142.8 Comprehensive Health Education

6145.2 Athletic Competition

6145.2 Athletic Competition

6163.2 Animals At School

	Description
<u>6163.2</u>	<u>Animals At School</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jay Strickland

DATE: 3/11/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 3/26/25

ITEM: Out of state MTSS conference for school counselors

PURPOSE: Innovative Schools Summit Las Vegas 2025. Network with fellow educators and learn from nationally recognized speakers who share their experiences and proven strategies to help you succeed in the classroom and in your career.

The Summit features access to 4 Education Conferences for the Price of One, including:

- Innovative Teaching Strategies Conference
- At-Risk Students Conference
- School Discipline Conference
- Social-Emotional Learning Forum

FISCAL IMPACT: approximately \$16,000 for up to five school counselors/admin.

RECOMMENDATIONS: Seeking Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: March 14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 26th

ITEM: Consultant Contract with Consultant, Angela Beyer

PURPOSE: To provide 2 full days of in class coaching and professional development as follow-up from January 31st, PD session, Changing of the Lens: Learning to hold students accountable while better understanding the brain's emotional climate and needs.

FISCAL IMPACT: \$8,000

RECOMMENDATIONS: Approval

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: March 17, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 26, 2025

ITEM:

Ratification of Change Order # 3 for Woodrow Wilson Admin. Building Bus Drop Off

PCO 10 - \$3638.00 - Casework Revisions

PCO 11 - \$1179.14 - West Side Fence Revisions

PCO 12 - \$8132.00 - Door and frame color revisions.

PCO 13 - \$7402.32 - Thickened Curb and Gutter

PCO 14 - \$3775.84 - Added Mow Curb West Side

PURPOSE:

PCO 10 - Casework Revisions - Revise the School Operations Officer's desk and countertop

PCO 11 - Furnish and install new ornamental fence post and panels to close off northwest side of planter area.

PCO 12 - Door and frame color revisions.

PCO 13 - Thickend Curb and Gutter, as per engineer/architect site visit.

PCO 14 - Added Mow Curb - Extended curb per architect to match existing walk.

FISCAL IMPACT: \$24,127.30**RECOMMENDATIONS:** Approve ratification Change Order #3 (PCO 10, PCO 11, PCO12, PCO 13, AND PCO 14)



PCO #010

Ardent General Inc.
2960 N. Burl Ave
Fresno, California 93727
Phone: (559) 492-3969

Project: 24-04 - 24-04 - Woodrow Wilson New Admin
601 Florinda St.
Hanford, California 93230

Prime Contract Potential Change Order #010: CE #023 - Casework Revisions

TO:	Hanford Elementary School District 714 N. White Street Hanford California, 93230	FROM:	Ardent General, Inc. 2960 N Burl Ave Fresno California, 93727
PCO NUMBER/REVISION:	010 / 0	CONTRACT:	1 - Standard Template [Change Name]
REQUEST RECEIVED FROM:		CREATED BY:	Stephanie Perkins (Ardent General, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	2/21 /2025
REFERENCE:	Bulletin No.7	PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$3,638.00

POTENTIAL CHANGE ORDER TITLE: CE #023 - Casework Revisions

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #023 - Casework Revisions

Revise the School Operations Officer's desk and countertop per the attached documents.

ATTACHMENTS:

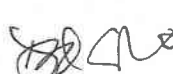
Woodrow Wilson (Ardent) CO #1 2-19-25.pdf Bulletin 7.pdf

#	Cost Code	Description	Type	Amount
1	06-4000 - Architectural Woodwork		Commitment	\$ 3,400.00
Subtotal:				\$3,400.00
OH&P: 5.00% Includes Cost Type (13)				\$ 170.00
Bond: 2.00% Includes Cost Type (13)				\$ 68.00
Grand Total:				\$3,638.00

Hanford Elementary School District
714 N. White Street
Hanford California 93230

We have reviewed the proposed
costs and do not take any exceptions.

Ardent General, Inc.
2960 N Burl Ave
Fresno California 93727

 2/24/25
SIGNATURE DATE

Michael Morales 02.24.2025
SIGNATURE DATE

SIGNATURE DATE

PCO #011



Ardent General Inc.
2960 N. Burl Ave
Fresno, California 93727
Phone: (559) 492-3969

Project: 24-04 - 24-04 - Woodrow Wilson New Admin
601 Florinda St.
Hanford, California 93230

Prime Contract Potential Change Order #011: West Side Fence Revisions

TO:	Hanford Elementary School District 714 N. White Street Hanford California, 93230	FROM:	Ardent General, Inc. 2960 N Burl Ave Fresno California, 93727
PCO NUMBER/REVISION:	011 / 0	CONTRACT:	1 - Standard Template [Change Name]
REQUEST RECEIVED FROM:		CREATED BY:	Stephanie Perkins (Ardent General, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	2/27 /2025
REFERENCE:	Bulletin No 9	PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,179.14

POTENTIAL CHANGE ORDER TITLE: West Side Fence Revisions

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #022 - West Side Fence Revisions

Furnish and install new ornamental fence post and panels to close off northwest side of planter area.

Excludes any other unrealized cost associated with this change. Reservation of rights to additional days/costs impacted by this change.

ATTACHMENTS:

[Alta Fencing.pdf](#) [Bulletin 9.pdf](#)

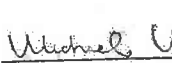
#	Cost Code	Description	Type	Amount
1	32-3100 - Chain Link Fence & Gates		Commitment	\$ 1,102.00
Subtotal:				\$1,102.00
OH&P: 5.00% Includes Cost Type (13)				\$ 55.10
Bond: 2.00% Includes Cost Type (13)				\$ 22.04
Grand Total:				\$1,179.14

Hanford Elementary School District
714 N. White Street
Hanford California 93230

We have reviewed the proposed
costs and do not take any exceptions.

Ardent General, Inc.
2960 N Burl Ave
Fresno California 93727

 2/27/25
SIGNATURE DATE

 02.27.2025
SIGNATURE DATE

SIGNATURE DATE



Ardent General Inc.
2960 N. Burl Ave
Fresno, California 93727
Phone: (559) 492-3969

PCO #012

Project: 24-04 - 24-04 - Woodrow Wilson New Admin
601 Florinda St.
Hanford, California 93230

Prime Contract Potential Change Order #012: CE #021 - Door and Frame Color Revisions

TO:	Hanford Elementary School District 714 N. White Street Hanford California, 93230	FROM:	Ardent General, Inc. 2960 N Burl Ave Fresno California, 93727
PCO NUMBER/REVISION:	012 / 0	CONTRACT:	1 - Standard Template [Change Name]
REQUEST RECEIVED FROM:		CREATED BY:	Stephanie Perkins (Ardent General, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	2/28 /2025
REFERENCE:	Bulletin No 8	PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$8,132.00

POTENTIAL CHANGE ORDER TITLE: CE #021 - Door and Frame Color Revisions

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #021 - Door and Frame Color Revisions
Door and frame color revisions per Bulletin No.8

ATTACHMENTS:

Nelsons Proposal.pdf Bulletin 8.pdf

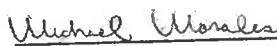
#	Cost Code	Description	Type	Amount
1	09-9000 - Painting		Commitment	\$ 7,600.00
Subtotal:				\$7,600.00
OH&P: 5.00% Includes Cost Type (13)				\$ 380.00
Bond: 2.00% Includes Cost Type (13)				\$ 152.00
Grand Total:				\$8,132.00

Hanford Elementary School District
714 N. White Street
Hanford California 93230

We have reviewed the proposed costs and do not take any exceptions.

Ardent General, Inc.
2960 N Burl Ave
Fresno California 93727

GM  2/27/25
SIGNATURE DATE

 03.07.2025
SIGNATURE DATE

SIGNATURE DATE



Ardent General Inc.
2960 N. Burl Ave
Fresno, California 93727
Phone: (559) 492-3969

PCO #013

Project: 24-04 - 24-04 - Woodrow Wilson New Admin
601 Florinda St.
Hanford, California 93230

Prime Contract Potential Change Order #013: Thickened Curb and Gutter

TO:	Hanford Elementary School District 714 N. White Street Hanford California, 93230	FROM:	Ardent General, Inc. 2960 N Burl Ave Fresno California, 93727
PCO NUMBER/REVISION:	013 / 0	CONTRACT:	1 - Standard Template [Change Name]
REQUEST RECEIVED FROM:		CREATED BY:	Stephanie Perkins (Ardent General, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	3/7 /2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$7,402.32

POTENTIAL CHANGE ORDER TITLE: Thickened Curb and Gutter

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #025 - Thickened Curb and Gutter

Cost increase for materials and labor to thicken onsite curb and gutter as per engineer/ architect site visit. As there was no detail for onsite curb and gutter on plans only city curb and gutter, Forms were in place and ready to pour when notice was received to adjust all curb and gutter depths on site to 18" this resulted in hand excavation of the gutter and curbs through the form work and also additional concrete of 6" thick curb/ gutter pan.

Excludes and other unrealized cost associated with this change.
Reservation of rights to additional days/costs impacted by this change.

ATTACHMENTS:


[Change Order Request 4 \(1\).pdf](#)

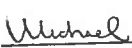
#	Cost Code	Description	Type	Amount
1	03-0000 - Concrete		Commitment	\$ 6,918.06
Subtotal:				\$6,918.06
OH&P: 5.00% Includes Cost Type (13)				\$ 345.90
Bond: 2.00% Includes Cost Type (13)				\$ 138.36
Grand Total:				\$7,402.32

Hanford Elementary School District
714 N. White Street
Hanford California 93230

We have reviewed the proposed
costs and do not take any exceptions.

Ardent General, Inc.
2960 N Burl Ave
Fresno California 93727

 3/14/25
SIGNATURE DATE

 03.13.2025
SIGNATURE DATE

SIGNATURE DATE



Arden General Inc.
2960 N. Burl Ave
Fresno, California 93727
Phone: (559) 492-3969

PCO #014

Project: 24-04 - 24-04 - Woodrow Wilson New Admin
601 Florinda St.
Hanford, California 93230

Prime Contract Potential Change Order #014: Added Mow Curb West Side

TO:	Hanford Elementary School District 714 N. White Street Hanford California, 93230	FROM:	Arden General, Inc. 2960 N Burl Ave Fresno California, 93727
PCO NUMBER/REVISION:	014 / 0	CONTRACT:	1 - Standard Template [Change Name]
REQUEST RECEIVED FROM:		CREATED BY:	Stephanie Perkins (Arden General, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	3/7 /2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$3,775.84

POTENTIAL CHANGE ORDER TITLE: Added Mow Curb West Side

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #026 - Added Mow Curb West Side

Mow curb extended as per direction of Mike Morales. Area on plans shown as existing concrete however this was not the case. Added an additional 2' of concrete at west side of site to match from mow curb to existing walk.

Excludes any other unrealized cost associated with this change.
Reservation of rights to additional days/costs impacted by this change.

ATTACHMENTS:


[Change Order Request 3.pdf](#)


#	Cost Code	Description	Type	Amount
1	03-0000 - Concrete		Commitment	\$ 3,528.82
Subtotal:				\$3,528.82
OH&P: 5.00% Includes Cost Type (13)				\$ 176.44
Bond: 2.00% Includes Cost Type (13)				\$ 70.58
Grand Total:				\$3,775.84

Hanford Elementary School District
714 N. White Street
Hanford California 93230

We have reviewed the proposed
costs and do not take any exceptions.

Arden General, Inc.
2960 N Burl Ave
Fresno California 93727


SIGNATURE
DATE 3/14/25


SIGNATURE
DATE 03.13.2025

SIGNATURE
DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: David Goldsmith
 DATE: March 17, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: March 26, 2025

ITEM: FCC Cybersecurity Pilot Program – HESD's Selection and Participation in Federal Funding Program for Cybersecurity Initiatives

PURPOSE: Hanford Elementary School District's Information Systems office submitted an application to be selected to participate in the FCC's new Cybersecurity Pilot Program (CPP). This \$200M competitive program is intended to inform the FCC on how Universal Service funds can be used to support the cybersecurity needs of US schools and libraries. HESD was one of 700 applicants selected from the over 2,700 total applicants nationwide to participate in the 3-year pilot program. The amount of funding awarded to HESD is **\$226,277.00** to be used over the duration of the pilot.

HESD wishes to leverage these funds to improve its cybersecurity defense profile and disaster recovery capabilities. The funding commitment amounts to a 90% discount on eligible products and services, up to the amount of the funding award. The balance of the proposed projects would be funded by HESD.

HESD has issued an RFP and conducted a competitive bid process to procure the relevant solutions, and has selected AMS.NET (MGT) as the best qualifying respondent, partnering with Fortinet and Rubrik to provide solutions that best fit the district's requirements.

FISCAL IMPACT: Approx. \$97,101 after CPP award funding applied (\$300,751 total cost of projects).

RECOMMENDATION: Approve vendor selection and filing of funding request.

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 26, 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:** Approval

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.~~

-

~~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.~~

-

~~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

-

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~~ for 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 triggergive 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 whichand 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 underless 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**
- ~~1.3.~~ Continuing and special study during travel
- 4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement**
- ~~2.5.~~ 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 ~~must~~**shall** 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
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3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program
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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

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5112.3	<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	<u>Chronic Absence And Truancy</u> Chronic Absence And Truancy
5121	<u>Grades/Evaluation Of Student Achievement</u> Grades/Evaluation Of Student Achievement
5121	<u>Grades/Evaluation Of Student Achievement</u> Grades/Evaluation Of Student Achievement
5125	<u>Student Records</u> Student Records
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5126	<u>Awards For Achievement</u> Awards For Achievement
5141.22	<u>Infectious Diseases</u> Infectious Diseases
5141.22	<u>Infectious Diseases</u> Infectious Diseases
5141.31	<u>Immunizations</u> Immunizations
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5144.1	<u>Suspension And Expulsion/Due Process</u> Suspension And Expulsion/Due Process
5144.1	<u>Suspension And Expulsion/Due Process</u> Suspension And Expulsion/Due Process
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5145.6-E(1)	<u>Parent/Guardian Notifications</u> Parent/Guardian Notifications
5146	<u>Married/Pregnant/Parenting Students</u> Married/Pregnant/Parenting Students
5147	<u>Dropout Prevention</u> Dropout Prevention

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6159	Individualized Education Program <u>Individualized Education Program</u>
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6162.51	State Academic Achievement Tests <u>State Academic Achievement Tests</u>
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6183	Home And Hospital Instruction <u>Home And Hospital Instruction</u>

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

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 3/14/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 3/26/2025

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: Approve

Board Policy Manual
Hanford Elementary School District

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
State	
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

Ed. Code 8350-8359.1	Description 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
State	
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
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1330	Use Of School Facilities
1330	Use Of School Facilities
1400	Relations Between Other Governmental Agencies And The Schools
3260	Fees And Charges
3260	Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3516.5	Emergency Schedules
3540	Transportation
3540	Transportation
3550	Food Service/Child Nutrition Program

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

Cross References	Description
5137	Positive School Climate
5141.21 Administering Medication And Monitoring Health Conditions	5141.21 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>Programs 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>
<u>0500</u>	<u>Accountability</u>
<u>1240</u>	<u>Volunteer Assistance</u>
<u>1240</u>	<u>Volunteer Assistance</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1330</u>	<u>Use Of School Facilities</u>
<u>1330</u>	<u>Use Of School Facilities</u>
<u>1330.1</u>	<u>Joint Use Agreements</u>
<u>1400</u>	<u>Relations Between Other Governmental Agencies And The Schools</u>
<u>1700</u>	<u>Relations Between Private Industry And The Schools</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3280</u>	<u>Sale Or Lease Of District-Owned Real Property</u>
<u>3280</u>	<u>Sale Or Lease Of District-Owned Real Property</u>
<u>3516.5</u>	<u>Emergency Schedules</u>
<u>3540</u>	<u>Transportation</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3580</u>	<u>District Records</u>
<u>3580</u>	<u>District Records</u>
<u>4112.4</u>	<u>Health Examinations</u>
<u>4112.5</u>	<u>Criminal Record Check</u>

Cross References	Description
<u>4112.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4131</u>	<u>Staff Development</u>
<u>4212.4</u>	<u>Health Examinations</u>
<u>4212.5</u>	<u>Criminal Record Check</u>
<u>4212.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4222</u>	<u>Teacher Aides/Paraprofessionals</u>
<u>4222</u>	<u>Teacher Aides/Paraprofessionals</u>
<u>4231</u>	<u>Staff Development</u>
<u>4312.4</u>	<u>Health Examinations</u>
<u>4312.5</u>	<u>Criminal Record Check</u>
<u>4312.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4331</u>	<u>Staff Development</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5131.62</u>	<u>Tobacco</u>
<u>5131.62</u>	<u>Tobacco</u>
<u>5137</u>	<u>Positive School Climate</u>
<u>5141.21</u>	<u>Administering Medication And Monitoring Health Conditions</u>
<u>5141.21</u>	<u>Administering Medication And Monitoring Health Conditions</u>
<u>5141.23</u>	<u>Asthma Management</u>
<u>5141.23</u>	<u>Asthma Management</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.52</u>	<u>Suicide Prevention</u>
<u>5141.52</u>	<u>Suicide Prevention</u>
<u>5144</u>	<u>Discipline</u>
<u>5144</u>	<u>Discipline</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5145.9</u>	<u>Hate-Motivated Behavior</u>
<u>5147</u>	<u>Dropout Prevention</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>6011</u>	<u>Academic Standards</u>

Cross References	Description
<u>6020</u>	<u>Parent Involvement</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6142.4</u>	<u>Service Learning/Community Service Classes</u>
<u>6142.6</u>	<u>Visual And Performing Arts Education</u>
<u>6142.7</u>	<u>Physical Education And Activity</u>
<u>6142.7</u>	<u>Physical Education And Activity</u>
<u>6142.91</u>	<u>Reading/Language Arts Instruction</u>
<u>6142.92</u>	<u>Mathematics Instruction</u>
<u>6142.93</u>	<u>Science Instruction</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6154</u>	<u>Homework/Makeup Work</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6163.4</u>	<u>Student Use Of Technology</u>
<u>6163.4-E(1)</u>	<u>Student Use Of Technology</u>
<u>6170.1</u>	<u>Transitional Kindergarten</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173- E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.4</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</u>
<u>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>

Board Policy Manual
Hanford Elementary School District

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

Ed. Code 17264

Ed. Code 35021.3

Ed. Code 41422

Ed. Code 45125

Ed. Code 45330

Ed. Code 45340-45349

Ed. Code 46120

Ed. Code 48850

Ed. Code 48853.5

Ed. Code 49024

Ed. Code 49430-49434

Ed. Code 49540-49546

Ed. Code 49553

Ed. Code 69430-69460

Ed. Code 8263

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](#)

[Expanded learning opportunities](#)

Intersession program; priority access to student experiencing homelessness

Intersession program; priority access to foster youth

[Activity Supervisor Clearance Certificate](#)

[Nutrition standards](#)

[Child care food program](#)

[Free or reduced-price meals](#)

[Cal Grant program](#)

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

State

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

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

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
1312.3	Uniform Complaint Procedures Uniform Complaint Procedures
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
1330	Use Of School Facilities Use Of School Facilities
1330	Use Of School Facilities Use Of School Facilities
1330.1	Joint Use Agreements Joint Use Agreements
1400	Relations Between Other Governmental Agencies And The Schools Relations Between Other Governmental Agencies And The Schools
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 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
3550	Food Service/Child Nutrition Program Food Service/Child Nutrition Program
3552	Summer Meal Program Summer Meal Program
3552	Summer Meal Program Summer Meal Program
3553	Free And Reduced Price Meals Free And Reduced Price Meals
3553	Free And Reduced Price Meals Free And Reduced Price Meals
3553-E PDF(2) 3554	Free And Reduced Price Meals Other Food Sales

Cross References

3554	Other Food Sales
3580	District Records
3580	District Records
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4131	Staff Development
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4331	Staff Development
5030	Student Wellness
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco

	Description
<u>5131.62</u>	<u>Tobacco</u>
<u>5137</u>	<u>Positive School Climate</u>
<u>5141.21</u>	<u>Administering Medication And Monitoring Health Conditions</u>
<u>5141.21</u>	<u>Administering Medication And Monitoring Health Conditions</u>
<u>5141.23</u>	<u>Asthma Management</u>
<u>5141.23</u>	<u>Asthma Management</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.52</u>	<u>Suicide Prevention</u>
<u>5141.52</u>	<u>Suicide Prevention</u> <u>3554 Other Food Sales</u>
<u>3580</u>	<u>District Records</u>
<u>3580</u>	<u>District Records</u>
<u>4112.4</u>	<u>Health Examinations</u>
<u>4112.4</u>	<u>Health Examinations</u>
<u>4112.5</u>	<u>Criminal Record Check</u>
<u>4112.5</u>	<u>Criminal Record Check</u>
<u>4112.5-E PDF(1)</u>	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
<u>4131</u>	<u>Staff Development</u>
<u>4212.4</u>	<u>Health Examinations</u>
<u>4212.4</u>	<u>Health Examinations</u>
<u>4212.5</u>	<u>Criminal Record Check</u>
<u>4212.5</u>	<u>Criminal Record Check</u>
<u>4212.5-E PDF(1)</u>	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
<u>4222</u>	<u>Teacher Aides/Paraprofessionals</u>
<u>4222</u>	<u>Teacher Aides/Paraprofessionals</u>
<u>4231</u>	<u>Staff Development</u>
<u>4312.4</u>	<u>Health Examinations</u>
<u>4312.4</u>	<u>Health Examinations</u>
<u>4312.5</u>	<u>Criminal Record Check</u>
<u>4312.5</u>	<u>Criminal Record Check</u>
<u>4312.5-E PDF(1)</u>	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u>
<u>4331</u>	<u>Staff Development</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>

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>
5141.27	<u>Food Allergies/Special Dietary Needs</u>
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>

[Dropout Prevention](#)

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 InstructionDropout 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
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: March 17, 2025

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 26, 2025**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified Management

- Daniel Pierotte, Director, Facilities and Operations – 8.0 hrs., DO, effective 4/22/25

Classified

- Adriana Canchola, Account Clerk I – 3.0 hrs., Hamilton, effective 3/14/25
- Jennifer Cruz-Ramirez, READY Program Tutor – 4.5 hrs., Simas, effective 3/13/25

Classified Temps/Subs

- Eric Jones, Athletic Coach, effective 3/10/25
- Yavilex Ledezma, Substitute Bilingual Clerk Typist I, Paraprofessional (TK/K), Translator: Oral Interpreter and Translator: Written Translator, effective 3/07/25
- Blake Peters, Athletic Coach, effective 3/10/25
- Ryan Solorzano, Substitute Custodian I, effective 3/3/25
- Luttrell Young, Athletic Coach, effective 3/13/25

More Hours/Days

- Cecilia Ayala, from Yard Supervisor – 1.5 hrs., Wilson, to Yard Supervisor – 2.5 hrs., Wilson, effective 2/13/25

- Francisca Perez, from Yard Supervisor – 1.5 hrs., King, to Yard Supervisor – 2.0 hrs., King effective 2/13/25

Voluntary Reduction of Hours

- Lisa Puente, from Yard Supervisor – 3.5 hrs., King, to Yard Supervisor – 2.5 hrs., King, effective 2/13/25

Promotion

- Jacob Carrasco, from Custodian II – 8.0 hrs., Monroe, to Lead Custodian – 8.0 hrs., Washington, effective 3/5/25

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

- Eric Jones, 4-6th Boys Track, Washington, effective 3/10/25-5/3/25
- Robert Lusk, 7th Boys Baseball, Wilson, effective 3/3/25-5/14/25
- Blake Peters, 8th Boys Baseball, Wilson, effective 3/10/25-5/14/25
- Luttrell Young, 4-6th Boys Track, King, effective 3/13/25-5/3/25

b. Resignations

Classified

- Adriana Canchola, Yard Supervisor – 2.25 hrs., Hamilton, effective 03/13/25
- Alma Contreras, Food Services Utility Worker – 3.5 hrs., Food Services, effective 02/28/25
- Elizabeth Mercado, Yard Supervisor – 3.5 hrs., Monroe, effective 03/31/25
- Christine Payne, Yard Supervisor – 3.5 hrs., Simas, effective 03/21/25

c. Adopt Declaration of Need for Fully Qualified Educators for 2025-2026 School Year (Title 5, 80026) – Attached

d. Annual Statement of Need for 30-day Substitute Teaching Permits

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2025-26 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-day Substitute Permit holders to fill day-to-day substitute needs.

e. Volunteers

Name	School
Karena Chadderton	Hamilton
Melissa Keller	Hamilton
Philip Padilla	Hamilton
Corey Rocha	Hamilton
Israel Luna (HESD EE)	Jefferson
Kasandra Molina	Jefferson

Kathryn Wittus
Pamela Wittus
Augustine Gonzalez
Zoraida Lisua
Serafin Ibarra Jr.

Jefferson
Jefferson
Monroe
Monroe
Richmond

RECOMMENDATION: Approve.



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 25-26

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Hanford Elementary School District District CDS Code: 63917

Name of County: Kings County CDS Code: 16

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 03 / 26 / 2025 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2026.

Submitted by (Superintendent, Board Secretary, or Designee):

Joy Gabler Superintendent

Name

Signature

Title

559-584-8013

559-585-3603

03/26/2025

Fax Number

Telephone Number

Date

714 N. White Street, P.O. Box 1067, Hanford, CA 93232

Mailing Address

malexander@hanfordesd.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	2
Bilingual Authorization (applicant already holds teaching credential)	2
List target language(s) for bilingual authorization: Spanish	
Resource Specialist	0
Teacher Librarian Services	0
Emergency Transitional Kindergarten (ETK)	1

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	3
Special Education	1
TOTAL	4

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art	2	Music	
Business		Physical Education	1
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. We are affiliated with high quality local university (4) and COE (2) programs.

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 6

If yes, list each college or university with which you participate in an internship program.

Kings County Office of Education-GROW, Tulare County Office of Education-IMPACT,
California State University-Fresno, Fresno Pacific University, National University,
U-Mass Global.

If no, explain why you do not participate in an internship program.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/17/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/26/2025

ITEM:

Consider approval of the Comprehensive Maintenance Plan.

PURPOSE:

Education Code Section 17014 requires the Board of Education to certify as part of the school district's annual budget process that a plan has been prepared for completing major maintenance, repair, and replacement requirements for state-funded school facilities.

To meet this plan requirement and to ensure that all Hanford Elementary School District (HESD) facilities are maintained in good repair, HESD has (1) established a School Facilities Inspection System to identify, budget, and schedule maintenance needs; (2) established and maintains a Routine Restricted Maintenance account within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance, pursuant to Education Code Section 17582.

Staff hereby requests that the Board certify that a Comprehensive Facilities Maintenance Plan has been established pursuant to Education Code Section 17014.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Comprehensive Maintenance Plan.

ADM-018

7/07

**HANFORD ELEMENTARY SCHOOL DISTRICT
COMPREHENSIVE FACILITIES MAINTENANCE PLAN
(ROUTINE RESTRICTED AND DEFERRED MAINTENANCE PROGRAMS)**

1. OVERVIEW

The Hanford Elementary School District (HESD) participates in the State School Facility Program (SFP) and in the Deferred Maintenance Program (DMP). The SFP requires participating districts to assure that State-funded projects are kept in good repair. In order to ensure that facilities are maintained in good repair, the SFP and DMP programs require districts to have a School Facilities Inspection System in place, and also require that funds be budgeted and expended to make necessary repairs.

To meet these requirements, HESD has (1) established a School Facilities Inspection System; (2) established and maintains a restricted account (Routine Restricted Maintenance, Resource 8150) within the General Fund for ongoing and major maintenance of HESD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of Deferred Maintenance (Fund 1400), pursuant to Education Code Section 17582.

HESD will identify maintenance concerns through the Facilities Inspection System that utilizes an annual evaluation with the Facility Inspection Tool and a work order system, will plan and schedule the work using routine work orders and the Deferred Maintenance Program, and will fund the necessary repairs using a combination of Routine Restricted Maintenance (RRM) funds and Deferred Maintenance funds.

The HESD shall budget the statutory minimum annually for RRM Projects and shall at least transfer the statutory amount of the unrestricted General Fund revenue into the RRM account, for no less than twenty (20) years. HESD shall set-aside the at least the statutory minimum of its current year Local Control Funding Formula as its match for DMP projects.

Unexpended balances in the RRM account and the Deferred Maintenance Fund shall be carried forward to be spent on maintenance expenditures in future years.

Annually before September 30, the RRM Account Certification shall be completed and filed by the Chief Business Official when required. The DMP will be updated by the Facilities Department in accordance with the current statute.

2. ROUTINE RESTRICTED MAINTENANCE EXPENDITURES

The RRM Account shall be used for “maintenance” of HESD facilities. The California School Accounting Manual defines maintenance as:

“Activities involved with repairing, restoring, or renovating school property, including grounds, buildings, site improvements, building fixtures, and service systems.”

RRM Account expenditures will be made as allowed by the Office of Public School Construction (OPSC). OPSC has identified four types of maintenance that may be accomplished using RRM Account funds:

1. Breakdown: The emergency maintenance to equipment necessary to continue normal school functions.
2. Operating: Work necessary for a component to function and operate properly (i.e., lubrication, belt replacement, tune up, replacement of lighting ballasts).
3. Preventive: Regularly scheduled maintenance based on life-cycle projection of various components.
4. Overhaul: Periodic major repair or replacement of operating parts and components of equipment.

Education Code Section further defines major maintenance as “*all actions necessary to keep flooring, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the Governing Board of the school district in good repair.*”

HESD will use the RRM funds for expenditures as indicated above.

In addition to the expenditures indicated above, the expenditures listed below are necessary for maintenance of HESD facilities, are eligible to be paid from RRM funds, and may be partially charged to the General Fund, Resource 8150 as appropriate.

1. Facilities Department management and technicians
2. Facilities Department office staff
3. Contracted maintenance workers
4. Office supplies necessary for maintenance functions
5. Maintenance supplies (nails, hammers, paint, brushes, wood, pipe)
6. Staff development to keep staff up to date on the latest technology
7. Equipment (vehicles, tools, machine rentals)

3. DEFERRED MAINTENANCE EXPENDITURES

Deferred Maintenance projects include but are not limited to major repair or replacement of building parts and components. Major maintenance for Deferred Maintenance purposes includes asbestos abatement, classroom lighting, electrical, floor covering, HVAC, painting, paving, plumbing, roofing, underground tanks, wall systems, and lead based paint abatement.

The Facilities Department will determine whether projects are more appropriately paid through the RRM or the DMP.

4. ANNUAL REVIEW AND UPDATING

The Comprehensive Facilities Maintenance Plan will be reviewed annually as part of the annual budget process and will be updated as needed. This plan, including any components or updates, will be available for public review during normal working hours.